

ISD 110 School Board Regular Meeting

Monday, July 29, 2024 7:00 PM

Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

1. **CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE** **Presenter:** Chair Geller

2. **ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE** **Presenter:** Chair Geller

2.A. Upcoming Meetings:

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board Regular Meeting
Monday, June 24, 2024 7:00 PM Central

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

1. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE

Call to order by Chair Geller at 7:00 PM. Members present: Geller, Myers, Hagen, Bergstrom, Kelzer-Breeden, Amott (arrived 7:50 PM)

Members absent: DeBoer

Motion by Bergstrom to adopt agenda

Kelzer-Breeden second

All in favor

Motion carried

2. ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE

2.A. Upcoming Meetings:

3. PUBLIC COMMENT

4. MINUTES OF PREVIOUS MEETING

Motion by Kelzer-Breeden to approve the minutes of the May 20 regular meeting

Bergstrom second

All in favor

Motion carried

5. CONSENT AGENDA

Motion by Bergstrom to approve consent agenda

Hagen second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Employment

Black, Ethan

Replacement

Social Studies Teacher

1.0 FTE; 184 Days

WHS

Burdorf, Theresa

Replacement

Reading Specialist

1.0 FTE; 184 Days

WMS

Dant, Mariah

Replacement

Vocal & Classroom Music Teacher

1.0 FTE; 184 Days

SV

Gilligan, Jennifer Replacement	Grade 1 Teacher 1.0 FTE; 184 Days	LT
Kahle, Angela Replacement	Special Education Teacher 1.0 FTE; 184 Days	LT
Kuerschner, Clara Replacement	Business Education Teacher 1.0 FTE; 184 Days	WHS
Manjarrez, Ignacio Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	WMS
Manjarrez, Zulema Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	LT
Nelson, Stacy Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	SV
Price, Kathleen Replacement	Special Education Teacher 1.0 FTE; 184 Days	BV
Ronning, Ashley Replacement	Kindergarten Teacher 1.0 FTE; 184 Days	BV
Schieffer, Pamela Replacement	Special Education Teacher 1.0 FTE; 184 Days	LT
Ulrich, Jennifer Replacement	Grade 3 Teacher 1.0 FTE; 184 Days	LT

Employee Status Changes

Anderson, Kara, Educational Assistant (SPED), from 4 hours/day at BV to 6.5 hours/day at SV
Arkins, Lynette, Educational Assistant (SPED) at SV, Going from full-time to part-time in current position and adding 3.5 hours/day as Speech Language Pathologist Assistant at WMS or SV (TBD)
Beery, Alisa, Educational Assistant (SPED), from 2.75 hours/day to 4 hours/day at BV
Donahue, John P., Piano Accompanist, from 2.25 hours/day to 3.75 hours/day at WMS
Grimm, Laura, from Educational Assistant at WMS to Media Specialist at WMS/WHS
Karels, Patricia, from CE Administrative Assistant I to CE Administrative Assistant II at Comm Ed

Leaves of Absence

DeVaun, Khuzana, Principal at SV
Ditsch, Emilee, 1st Grade Teacher at LT
Kelly, Grace, 3rd Grade Teacher at BV

Smith, Keyla, Educational Assistant (SPED) at LT

Extended Leave of Absence

Olson, Erik, Spanish Teacher and Technology Integrationist (TOSA) at WHS

Retirements/Resignations/Terminations

Canfield, Kerry, Media & Digital Learning Coordinator at BV

Davis, Mary Ann, English/Language Arts Teacher at WMS

DeWall, Megan, Health Associate at BV

Gingras, Laura, Media Specialist at LT

Hallermann, Sara, Deaf and Hard of Hearing Teacher at WHS

Horab, Elizabeth, Theater Arts Teacher at WMS

Iracheta, Leonardo, Custodial Cleaner at WMS

Lerfald, Karen, Special Education Teacher at LT

Norris, Amy, Educational Assistant (SPED) at LT

Sybrant, Leah, Grade 4 Teacher at BV

5.C. Education Identity and Access Management Board Resolution (IoWA)

5.D. Resolution for MSHSL Membership SY2024-2025

5.E. SitelogiQ Invoices for April and May 2024

5.F. Award Bread Vendor

5.G. Receipts of Donation

6. REPORTS

6.A. Administrative Presentation: District 110 Survey Results

6.B. Finance Report

6.C. Labor Relations Update

7. ACTION ITEMS

7.A. Adopt FY24-25 Budget

Motion by Bergstrom to adopt FY24-25 Budget

Kelzer-Breeden second

All in favor

Motion carried

7.B. Worker's Compensation Insurance Renewal for SY24-25

Motion by Kelzer-Breeden to approve Worker's Compensation Insurance Renewal for SY24-25

Myers second

All in favor

Motion carried

7.C. Miscellaneous Wage Rate Increases

Motion by Hagen to approve Miscellaneous Wage Rate Increases

Kelzer-Breedon second

All in favor

Motion carried

7.D. Summer Technology eRate Projects

Motion by Bergstrom to approve Summer Technology eRate Projects

Hagen second

All in favor

Motion carried

7.E. Senior Fee Implementation

Motion by Kelzer-Breedon to approve Senior Fee Implementation

Bergstrom second

All in favor

Motion carried

7.F. Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy of Independent School District 110 Waconia Public Schools (Roll Call Vote)

Motion by Bergstrom to approve Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy of Independent School District 110 Waconia Public Schools

Kelzer-Breedon second

Roll Call vote taken

All in favor

Motion carried

7.G. Resolution Establishing Dates for Filing Affidavits of Candidacy (Roll Call Vote)

Motion by Bergstrom to approve Resolution Establishing Dates for Filing Affidavits of Candidacy

Hagen second

Roll Call Vote taken

All in favor

Motion carried

8. DISCUSSION ITEMS

8.A. First Read Board Policies

8.A.1. 410 FMLA

8.A.2. 503 Student Attendance

8.A.3. 611 Homeschooling

8.A.4. 722 Public Data Requests

8.A.5. 722 FORM

8.A.6. 506 Student Discipline

8.A.7. 507 Corporal Punishment and Prone Restraint

8.A.8. 507.5 School Resource Officer (NEW)

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

9.B. Finance & Facilities Committee: Bergstrom appreciated the Technology update, looking forward to survey of district infrastructure and planning for long-term

9.C. Policy & Advocacy Committee

9.D. Schools Advocating for Fair Funding (SAFF) Representative

9.E. Southwest Metro Intermediate District 288 Representative: Geller reports a superintendent has been hired and will begin July 1

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council Representative

9.I. Teaching & Learning Advisory Council Representative

9.J. City of Waconia Liaison: Hagen reported attending council meeting, a member has resigned and they are seeking to fill the vacancy.

10. ENTER CLOSED MEETING RE: Labor Negotiation Strategy

Motion by Hagen to enter into closed session at 7:50PM

Kelzer-Breeden second

All in favor

Motion carried

11. ENTER CLOSED MEETING RE: Superintendent Evaluation

12. ADJOURNMENT

Motion by Bergstrom to adjourn

Amott second

All in favor

Motion carried

Meeting adjourned at 8:50 PM

5. **CONSENT AGENDA**

Presenter: Chair
Geller

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
612126	1000 PETALS, LLC	06/21/2024	R	750.00	June
612127	A & K REPAIR, INC	06/21/2024	R	949.00	June
612128	ACT	06/21/2024	R	12,973.75	June
612129	AVIBEN	06/21/2024	R	553.57	June
612130	BATTERIES R US	06/21/2024	R	1,379.97	June
612131	BLUUM OF MINNESOTA LLC	06/21/2024	R	341.30	June
612132	BNR IRRIGATION SERVICES INC	06/21/2024	R	130.00	June
612133	BSN SPORTS LLC	06/21/2024	R	494.67	June
612134	CARTER, MATT	06/21/2024	R	90.00	June
612135	COLONY PLAZA, INC	06/21/2024	R	166.25	June
612136	DAHL, DENIS	06/21/2024	R	77.00	June
612137	DORNFELD, DANIEL	06/21/2024	R	187.50	June
612138	HAPPY FEET SOCCER TWIN CITIES	06/21/2024	R	1,620.00	June
612139	HELEN SOLAR LLC	06/21/2024	R	5,700.15	June
612140	HIGH POINT NETWORKS, LLC	06/21/2024	R	5,082.66	June
612141	HILLYARD/HUTCHINSON	06/21/2024	R	52,388.20	June
612142	HOLTON ELECTRIC CONTRACTORS	06/21/2024	R	462.14	June
612143	IKI INC	06/21/2024	R	49.00	June
612144	INNOVATIONAL WATER SOLUTIONS I	06/21/2024	R	573.00	June
612145	JOSTENS	06/21/2024	R	14.50	June
612146	JW PEPPER & SON, INC	06/21/2024	R	65.00	June
612147	LOFFLER COMPANIES	06/21/2024	R	421.33	June
612148	MACKENTHUN'S FINE FOODS	06/21/2024	R	3,829.65	June
612149	MAYER LUMBER CO, INC	06/21/2024	R	2,568.88	June
612150	MEI TOTAL ELEVATOR SOLUTIONS	06/21/2024	R	753.33	June
612151	MID-COUNTY CO-OP	06/21/2024	R	516.03	June
612152	MN COMMUNITY ED ASSOC	06/21/2024	R	50.00	June
612153	MN SAFETY COUNCIL	06/21/2024	R	23.00	June
612154	MRI SOFTWARE LLC	06/21/2024	R	922.00	June
612155	MUSIC MART	06/21/2024	R	140.00	June
612156	NEVER BORED ADVENTURE LLC	06/21/2024	R	120.00	June
612157	PERFORMANCE FOODSERVICE	06/21/2024	R	627.21	June
612158	PLANSOURCE BENEFITS ADMIN INC	06/21/2024	R	3,066.05	June
612159	RENNEBERG HARDWOODS INC.	06/21/2024	R	732.65	June
612160	SAFETYFIRST PLAYGROUND MAINT	06/21/2024	R	6,200.00	June
612161	SAULSBURY, MARIA	06/21/2024	R	473.75	June
612162	SHERWIN-WILLIAMS CO	06/21/2024	R	245.25	June
612163	SORENSEN, HANNAH	06/21/2024	R	99.75	June
612164	TERRAFORM PHOENIX II ARCADIA	06/21/2024	R	422.96	June
612165	TINTES, MATTHEW	06/21/2024	R	551.00	June
612166	TOWN & COUNTRY GLASS	06/21/2024	R	495.76	June
612167	UNITED FARMERS COOPERATIVE	06/21/2024	R	3,216.91	June
612168	WEX BANK	06/21/2024	R	514.08	June
612169	WM CORPORATE SERVICES INC	06/21/2024	R	2,477.50	June
612170	SHAKOPEE HIGH SCHOOL	06/24/2024	R	400.00	June
612171	EYE MED-FIDELITY SECURITY LIFE	06/28/2024	R	1,911.90	June
612172	NCPERS GROUP LIFE INS	06/28/2024	R	96.00	June
612173	SCHOOL SERVICE EMPLOYEES	06/28/2024	R	841.36	June
612174	612 FASTPITCH	06/26/2024	R	100.00	June
612175	ANNANDALE SOFTBALL ASSOC	06/26/2024	R	100.00	June
612176	BEHIND THE MASK	06/26/2024	R	100.00	June
612177	CLLL	06/26/2024	R	100.00	June
612178	EASTVIEW ATHLETIC ASSOC.	06/26/2024	R	100.00	June
612179	EGFA	06/26/2024	R	100.00	June
612180	RYFSA	06/26/2024	R	100.00	June
612181	SITELOGIQ, INC	06/26/2024	R	441,393.76	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
612182	BLILLIE, TALEN	06/28/2024	R	90.00	June
612183	BNR IRRIGATION SERVICES INC	06/28/2024	R	130.00	June
612184	BRANDED CUSTOM SPORTSWEAR INC	06/28/2024	R	1,985.20	June
612185	BSN SPORTS LLC	06/28/2024	R	3,657.16	June
612186	CANON FINANCIAL SERVICES INC	06/28/2024	R	890.18	June
612187	COUNTRYSIDE CUSTOM APPAREL	06/28/2024	R	562.88	June
612188	CURTIS, MELISSA	06/28/2024	R	572.00	June
612189	DAVIS, BENJAMIN	06/28/2024	R	85.00	June
612190	ECKROTH MUSIC	06/28/2024	R	110.00	June
612191	ECM PUBLISHERS, INC	06/28/2024	R	528.00	June
612192	GRAINGER	06/28/2024	R	2,176.14	June
612193	GRAPHIC EDGE	06/28/2024	R	950.99	June
612194	GRAVES, DAX	06/28/2024	R	40.00	June
612195	H&B SPECIALIZED PRODUCTS	06/28/2024	R	6,880.00	June
612196	HANSON SPORTS LLC	06/28/2024	R	3,169.60	June
612197	HILDI INC	06/28/2024	R	700.00	June
612198	HILLYARD/HUTCHINSON	06/28/2024	R	849.43	June
612199	HYATT, ETHAN	06/28/2024	R	130.00	June
612200	INDIANHEAD FS DISTRIBUTOR, INC	06/28/2024	R	240.40	June
612201	INFINITE HEALTH COLLABORATIVE	06/28/2024	R	371.25	June
612202	JOSTENS	06/28/2024	R	580.05	June
612203	KIRKPATRICK, GEHRIG	06/28/2024	R	85.00	June
612204	KOCH SCHOOL BUS SERVICE, INC	06/28/2024	R	493,721.34	June
612205	KOEHN, ANDREW	06/28/2024	R	40.00	June
612206	KOSCHINSKA, LUKE	06/28/2024	R	55.00	June
612207	LYONS, OLIVER	06/28/2024	R	95.00	June
612208	MARKER, SOREN	06/28/2024	R	45.00	June
612209	MBT	06/28/2024	R	525.00	June
612210	MCDONALD, DANIEL	06/28/2024	R	100.00	June
612211	MERRITT, GEDRIC	06/28/2024	R	40.00	June
612212	MEYERES, JOHN	06/28/2024	R	55.00	June
612213	MEYER, PAYTON	06/28/2024	R	65.00	June
612214	MINI BIFF LLC	06/28/2024	R	99.96	June
612215	MORAN, SOPHIE	06/28/2024	R	180.00	June
612216	NAHAN, SHELLY	06/28/2024	R	2,220.00	June
612217	OFFICE OF MNIT SERVICES	06/28/2024	R	18.90	June
612218	PAUSCH, COLTEN	06/28/2024	R	65.00	June
612219	REGION 2AA	06/28/2024	R	1,930.00	June
612220	REMMERS, LOGAN	06/28/2024	R	599.99	June
612221	RSCHOOL TODAY (DWC)	06/28/2024	R	209.44	June
612222	SEIM, GRACE	06/28/2024	R	500.00	June
612223	SPORTS UNLIMITED	06/28/2024	R	790.00	June
612224	ST JOHNS UNIVERSITY	06/28/2024	R	21,190.30	June
612225	SWANSON, LYDIA	06/28/2024	R	90.00	June
612226	TECH ACADEMY/COMPUTER EXPLORER	06/28/2024	R	2,870.00	June
612227	TECHAU, LIAM	06/28/2024	R	40.00	June
612228	UHL CO	06/28/2024	R	7,998.11	June
612229	WACONIA CHOIR BOOSTERS	06/28/2024	R	436.42	June
612230	WILLKOMM, RITTER	06/28/2024	R	80.00	June
612231	WINNIE, DOMINIC	06/28/2024	R	55.00	June
612232	WYATT, COLTON	06/28/2024	R	90.00	June
612233	YAGER, MICHAEL	06/28/2024	R	275.25	June
612234	GOVERNMENT LEASING & FINANCE I	07/01/2024	R	94,165.63	July
612235	INFINITE CAMPUS, INC	07/01/2024	R	69,682.15	July
612236	INTEGRATED SYSTEMS CORPORATION	07/01/2024	R	13,271.04	July
612237	MASA/MASE	07/01/2024	R	1,345.00	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
612238	MESPA	07/01/2024	R	962.00	July
612239	MN INSURANCE SCHOLASTIC TRUST	07/01/2024	R	437,353.27	July
612240	SCHOOLS FOR EQUITY IN EDUC	07/01/2024	R	6,000.00	July
612241	SKYWARD ACCOUNTING DEPT	07/01/2024	R	28,000.00	July
612242	SPED FORMS, LLC	07/01/2024	R	14,448.47	July
612243	STAGE MONKEY DESIGN & CONSULTI	07/01/2024	R	645.00	July
612244	WELLS FARGO VENDOR FIN SERV	07/01/2024	R	30,055.42	July
612245	AMAZON CAPITAL SERVICES	07/01/2024	R	5,711.60	July
612246	AIM ELECTRONICS INC	07/03/2024	R	282.16	July
612247	ALLEN, STEPHANY	07/03/2024	R	2,400.00	July
612248	BEACON ATHLETICS LLC	07/03/2024	R	131.00	July
612249	BELL, ANTHONY	07/03/2024	R	1,000.00	July
612250	BIFFS, INC	07/03/2024	R	2,560.50	July
612251	BSN SPORTS LLC	07/03/2024	R	980.13	July
612252	BURMAN, FRED	07/03/2024	R	1,800.00	July
612253	CATALYST SOURCING SOLUTIONS	07/03/2024	R	696.03	July
612254	GRUDT, PAUL	07/03/2024	R	1,800.00	July
612255	HELEN SOLAR LLC	07/03/2024	R	7,327.88	July
612256	HEYRMAN, CHAD	07/03/2024	R	1,200.00	July
612257	HILLYARD/HUTCHINSON	07/03/2024	R	11.60	July
612258	INGINA LLC	07/03/2024	R	1,430.00	July
612259	INNOVATIVE GRAPHICS	07/03/2024	R	592.00	July
612260	KEEGAN, KEVIN	07/03/2024	R	1,800.00	July
612261	KOOSMANN, JACK	07/03/2024	R	1,800.00	July
612262	L2 BRANDS LLC	07/03/2024	R	559.24	July
612263	LERFALD, DOUGLAS	07/03/2024	R	3,600.00	July
612264	POZEGA, JUSTIN	07/03/2024	R	2,400.00	July
612265	PREP TIME PRINTING	07/03/2024	R	116.00	July
612266	SALIB, CODY	07/03/2024	R	2,700.00	July
612267	SCAN AIR FILTER, INC	07/03/2024	R	753.95	July
612268	SHRED-N-GO - 446138	07/03/2024	R	207.00	July
612269	SOUTHWEST METRO INTERMEDIATE D	07/03/2024	R	16,848.00	July
612270	WACONIA BASEBALL ASSOCIATION	07/03/2024	R	5,338.90	July
612271	WOYNO & ASSOCIATES LLC	07/03/2024	R	2,920.00	July
612272	WOYNO, JAMES	07/03/2024	R	1,800.00	July
612273	CMERDC	07/03/2024	R	6,926.73	July
612274	EDUCATIONAL THEATRE ASSOC	07/03/2024	R	129.00	July
612275	GROSH SCENIC RENTALS INC.	07/03/2024	R	1,135.23	July
612276	LVC COMPANIES INC	07/03/2024	R	380.00	July
612278	US POSTAL SERVICE	07/03/2024	R	1,544.34	July
612279	US POSTAL SERVICE	07/08/2024	R	12,000.00	July
612280	A & D SOLUTIONS LLC	07/12/2024	R	63.00	July
612281	ADAMS PEST CONTROL CO INC	07/12/2024	R	252.17	July
612282	AVIBEN	07/12/2024	R	256.69	July
612283	BALLARD, BRIANNA	07/12/2024	R	600.00	July
612284	BALLARD, JOHN	07/12/2024	R	600.00	July
612285	BARNES & NOBLE	07/12/2024	R	666.40	July
612286	BEHRENS, CHARLES	07/12/2024	R	90.00	July
612287	BLILIE, TALEN	07/12/2024	R	90.00	July
612288	BNR IRRIGATION SERVICES INC	07/12/2024	R	1,067.50	July
612289	CAPITAL ONE TRADE CREDIT	07/12/2024	R	444.05	July
612290	CDW GOVERNMENT LLC	07/12/2024	R	89,250.00	July
612291	CITY OF WACONIA	07/12/2024	R	7,702.68	July
612292	COLONY PLAZA, INC	07/12/2024	R	553.18	July
612293	CONKLIN, HENRY	07/12/2024	R	130.00	July
612294	CONKLIN, TANNER	07/12/2024	R	130.00	July

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612295	GOHLKE, JADER	07/12/2024	R	120.00	July
612296	GRAVES, DAX	07/12/2024	R	45.00	July
612297	GUNDERSON, JACOB	07/12/2024	R	40.00	July
612298	KKC TAE KWON DO	07/12/2024	R	680.40	July
612299	HANSON SPORTS LLC	07/12/2024	R	2,946.80	July
612300	HEGER'S DAIRY LLC	07/12/2024	R	607.00	July
612301	HILLYARD/HUTCHINSON	07/12/2024	R	2,990.98	July
612302	HYATT, ETHAN	07/12/2024	R	185.00	July
612303	IEA, INC	07/12/2024	R	855.48	July
612304	INDIANHEAD FS DISTRIBUTOR, INC	07/12/2024	R	3,503.77	July
612305	ISENSEE, SAMANTHA	07/12/2024	R	2,200.00	July
612306	KEARNEY, ANDREW	07/12/2024	R	90.00	July
612307	KIDCREATE STUDIO	07/12/2024	R	840.00	July
612308	KIRKPATRICK, GEHRIG	07/12/2024	R	145.00	July
612309	KOEHN, ADAM	07/12/2024	R	65.00	July
612310	LANO EQUIPMENT INC	07/12/2024	R	107.99	July
612311	LOFFLER COMPANIES	07/12/2024	R	2,103.13	July
612312	LOSCHIEDER, SCOTT	07/12/2024	R	36.00	July
612313	LYONS, OLIVER	07/12/2024	R	155.00	July
612314	MERRITT, GEDRIC	07/12/2024	R	155.00	July
612315	MEYERES, JOHN	07/12/2024	R	90.00	July
612316	MEYER, PAYTON	07/12/2024	R	110.00	July
612317	MORAN, SOPHIE	07/12/2024	R	90.00	July
612318	NAHAN, SHELLY	07/12/2024	R	1,144.00	July
612319	NYHAMMER, CADE	07/12/2024	R	40.00	July
612320	OCCUPATIONAL HLTH CNTRS MN PC	07/12/2024	R	294.00	July
612321	PAUSCH, COLTEN	07/12/2024	R	80.00	July
612322	PETERSON BROS ROOFING&CONST IN	07/12/2024	R	1,849.48	July
612323	RABE, CARSON	07/12/2024	R	45.00	July
612324	RECTECH OUTDOOR SOLUTIONS LLC	07/12/2024	R	40.14	July
612325	RELIABLE MEDICAL SUPPLY LLC	07/12/2024	R	1,556.80	July
612326	RUBENSTEIN, LIAM	07/12/2024	R	95.00	July
612327	SHERWIN-WILLIAMS CO	07/12/2024	R	584.70	July
612328	SOUTHWEST METRO INTERMEDIATE D	07/12/2024	R	38,284.42	July
612329	SQUIRES,WALDSPURGER & MACE PA	07/12/2024	R	4,918.34	July
612330	STAR GROUP LLC	07/12/2024	R	19.41	July
612331	TECHAU, LIAM	07/12/2024	R	180.00	July
612332	TOWN & COUNTRY GLASS	07/12/2024	R	770.09	July
612333	TRUE MECHANICAL LLC	07/12/2024	R	17,437.50	July
612334	UHL CO	07/12/2024	R	27,072.85	July
612335	WABBE, LUKE	07/12/2024	R	90.00	July
612336	WEX BANK	07/12/2024	R	339.99	July
612337	WILLKOMM, RITTER	07/12/2024	R	80.00	July
612338	WINNIE, DOMINIC	07/12/2024	R	55.00	July
612339	WINNIE, STANLEY	07/12/2024	R	45.00	July
612340	WM CORPORATE SERVICES INC	07/12/2024	R	2,098.61	July
612341	WYATT, COLTON	07/12/2024	R	90.00	July
612342	BIG STONE MINI GOLF	07/12/2024	R	684.00	July
612343	AUGUST ASH INCORPORATED	07/12/2024	R	3,825.00	July
612344	BEHRENS, CHARLES	07/12/2024	R	100.00	July
612345	BOND TRUST SERVICES CORP	07/12/2024	R	1,187.50	July
612346	BROWN, ALI	07/12/2024	R	51.95	July
612347	EPBA	07/12/2024	R	100.00	July
612348	GAME ONE	07/12/2024	R	132.00	July
612349	HOUSE OF PRINT	07/12/2024	R	6,718.70	July
612350	HYATT, ETHAN	07/12/2024	R	60.00	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
612351	KIRKPATRICK, GEHRIG	07/12/2024	R	50.00	July
612352	KOEHN, ADAM	07/12/2024	R	70.00	July
612353	KOEHN, ANDREW	07/12/2024	R	45.00	July
612354	MARKER, SOREN	07/12/2024	R	60.00	July
612355	MASA/MASE	07/12/2024	R	960.00	July
612356	MERRITT, GEDRIC	07/12/2024	R	70.00	July
612357	METRONET	07/12/2024	R	1,851.74	July
612358	MEYERES, JOHN	07/12/2024	R	50.00	July
612359	MUSIC THEATRE INTERNATIONAL	07/12/2024	R	400.00	July
612360	NYHAMMER, CADE	07/12/2024	R	45.00	July
612361	POWERSCHOOL GROUP LLC	07/12/2024	R	1,605.00	July
612362	TECH ACADEMY/COMPUTER EXPLORER	07/12/2024	R	2,228.00	July
612363	TINTES, MATTHEW	07/12/2024	R	145.00	July
612364	VITAMINK12 LLC	07/12/2024	R	1,200.00	July
612365	WISEIDENTITY, LLC	07/12/2024	R	4,559.00	July
612366	AMAZON CAPITAL SERVICES	07/17/2024	R	267.32	July
612367	CASWELL SPORTS	07/17/2024	R	100.00	July
612368	AFFINETY SOLUTIONS, INC	07/19/2024	R	710.00	July
612369	AMPION PBC	07/19/2024	R	19,096.10	July
612370	ASCO POWER SERVICES INC	07/19/2024	R	674.79	July
612371	AVIBEN	07/19/2024	R	553.57	July
612372	BNR IRRIGATION SERVICES INC	07/19/2024	R	791.35	July
612373	CARLSON, DAN	07/19/2024	R	13,424.80	July
612374	CARVER COUNTY SPORTSMEN CLUB	07/19/2024	R	4,556.50	July
612375	CATALYST SOURCING SOLUTIONS	07/19/2024	R	1,592.12	July
612376	CITY OF HUTCHINSON	07/19/2024	R	600.00	July
612377	COMMERCIAL KITCHEN SERVICES	07/19/2024	R	2,434.22	July
612378	EDINA BASEBALL ASSOCIATION	07/19/2024	R	200.00	July
612379	FULKERSON, DANIEL	07/19/2024	R	95.50	July
612380	GOLDEN VALLEY SUPPLY COMPANY	07/19/2024	R	8,304.48	July
612381	HEGER'S DAIRY LLC	07/19/2024	R	607.00	July
612382	HLS GROUP	07/19/2024	R	155.08	July
612383	HUSTLE & HEART SPORTS	07/19/2024	R	144.00	July
612384	INDIANHEAD FS DISTRIBUTOR, INC	07/19/2024	R	12,712.71	July
612385	INNOVATIONAL WATER SOLUTIONS I	07/19/2024	R	573.00	July
612386	KNOWBE4 INC	07/19/2024	R	7,085.79	July
612387	KOHNNEN, CATHY	07/19/2024	R	1,995.00	July
612388	MACKENTHUN'S FINE FOODS	07/19/2024	R	1,001.37	July
612389	MAYER LUMBER CO, INC	07/19/2024	R	565.51	July
612390	MINI BIFF LLC	07/19/2024	R	99.96	July
612391	MN DEPT LABOR & INDUSTRY	07/19/2024	R	100.00	July
612392	MRI SOFTWARE LLC	07/19/2024	R	10.00	July
612393	PINE PRODUCTS	07/19/2024	R	2,340.00	July
612394	SAFARI ISLAND COMMUNITY CENTER	07/19/2024	R	63,425.72	July
612395	SCENARIO LEARNING LLC	07/19/2024	R	7,717.50	July
612396	SCHOMMER, JAMES	07/19/2024	R	1,800.00	July
612397	SOUTHWEST METRO INTERMEDIATE D	07/19/2024	R	53,988.97	July
612398	TERRAFORM PHOENIX II ARCADIA	07/19/2024	R	371.39	July
612399	TOTAL MECHANICAL SERVICES INC.	07/19/2024	R	5,341.50	July
612400	TRIO SUPPLY COMPANY	07/19/2024	R	523.35	July
612401	TWIN CITIES SOCCER LEAGUES	07/19/2024	R	2,370.00	July
612402	UHL CO	07/19/2024	R	6,745.26	July
612403	WA-CO REPAIR	07/19/2024	R	40.46	July
612404	WINSTED SOLAR LLC	07/19/2024	R	7,550.98	July
612405	YAGER, MICHAEL	07/19/2024	R	49.00	July
612406	A & K REPAIR, INC	07/19/2024	R	309.75	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
612407	AGPARTS WORLDWIDE, INC.	07/19/2024	R	971.25	July
612408	ALPHA WIRELESS COMMUNICATIONS	07/19/2024	R	378.00	July
612409	BYTESPEED	07/19/2024	R	1,200.00	July
612410	CARLSON, RICK	07/19/2024	R	65.00	July
612411	CITY OF ST BONIFACIUS	07/19/2024	R	25.00	July
612412	CULLIGAN BOTTLED WATER	07/19/2024	R	342.66	July
612413	FLEWELLING, CODY	07/19/2024	R	100.00	July
612414	FRONTLINE TECH GROUP LLC	07/19/2024	R	51,032.14	July
612415	GAME ONE	07/19/2024	R	153.89	July
612416	HOLDINGFORD HIGH SCHOOL	07/19/2024	R	600.00	July
612417	HYATT, ETHAN	07/19/2024	R	120.00	July
612418	KIRKPATRICK, GEHRIG	07/19/2024	R	60.00	July
612419	KOEHN, ADAM	07/19/2024	R	60.00	July
612420	KUDELSKI SECURITY INC	07/19/2024	R	36,303.53	July
612421	LOFFLER COMPANIES	07/19/2024	R	14,545.06	July
612422	MARSH & MCLENNAN AGENCY LLC	07/19/2024	R	399.00	July
612423	MASSP	07/19/2024	R	1,089.00	July
612424	MERRITT, GEDRIC	07/19/2024	R	180.00	July
612425	MESPA	07/19/2024	R	972.00	July
612426	NYHAMMER, CADE	07/19/2024	R	90.00	July
612427	OCCUPATIONAL HLTH CNTRS MN PC	07/19/2024	R	294.00	July
612428	POWERSCHOOL GROUP LLC	07/19/2024	R	35,328.00	July
612429	ROCKFORD HIGH SCHOOL	07/19/2024	R	200.00	July
612430	RSCHOOL TODAY (DWC)	07/19/2024	R	7,780.00	July
612431	RUBENSTEIN, LIAM	07/19/2024	R	45.00	July
612432	SCENARIO LEARNING LLC	07/19/2024	R	2,440.06	July
612433	SCHMIEG, AMY	07/19/2024	R	169.90	July
612434	TEC21 EDUCATIONAL SERV	07/19/2024	R	2,500.00	July
612435	TRAINING ROOM, INC	07/19/2024	R	2,080.33	July
612436	TREBRON COMPANY, INC	07/19/2024	R	11,100.00	July
612437	VENDNOVATION LLC	07/19/2024	R	1,800.00	July
612438	WABBE, LUKE	07/19/2024	R	45.00	July
612439	WILLKOMM, RITTER	07/19/2024	R	90.00	July
612440	YAGER, MICHAEL	07/19/2024	R	134.31	July
612441	UNITED STATES TREASURY	07/22/2024	R	344.54	July
202301233	T-MOBILE	06/19/2024	W	0.00	June
202301236	DELTA DENTAL OF MINN	06/14/2024	W	17,680.94	June
202301237	EDUCATIONAL SUPPORT PARA UNION	06/14/2024	W	0.00	June
202301239	LIFE INS CO OF NORTH AMERICA	06/14/2024	W	4,096.86	June
202301245	ONEBRIDGE BENEFITS, INC.	06/14/2024	W	4,390.18	June
202301246	BLUE CROSS AND BLUE SHIELD OF	06/21/2024	W	730,073.88	June
202301247	DELTA DENTAL OF MINN	06/28/2024	W	14,441.28	June
202301248	EDUCATIONAL SUPPORT PARA UNION	06/28/2024	W	0.00	June
202301249	INTERNAL REVENUE SERVICE	06/28/2024	W	259,666.98	June
202301250	LIFE INS CO OF NORTH AMERICA	06/28/2024	W	6,622.38	June
202301251	MN CHILD SUPPORT PYMT CENTER	06/28/2024	W	150.50	June
202301252	MN DEPT OF REVENUE	06/28/2024	W	42,285.23	June
202301253	MN TEACHERS RETIREMENT ASSN	06/28/2024	W	147,985.43	June
202301254	PERA	06/28/2024	W	35,143.25	June
202301255	AVIBEN	06/28/2024	W	56,428.07	June
202301256	ONEBRIDGE BENEFITS, INC.	06/28/2024	W	8,576.36	June
202301257	HOME DEPOT	06/28/2024	W	284.74	June
202301259	SCHOOL NUTRITION ASSOCIATION	06/28/2024	W	257.00	June
202301260	MASTERCLASS	06/28/2024	W	128.86	June
202301261	ARBORETUM SERVICED EVENTS	06/28/2024	W	400.00	June
202301262	DOMINO'S PIZZA	06/28/2024	W	193.92	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202301263	ALDI	06/28/2024	W	39.27	June
202301264	TARGET BANK	06/28/2024	W	182.27	June
202301268	AMF SOUTHTOWN LANES	06/28/2024	W	2,442.38	June
202301269	ROCKET SCIENCE GROUP, LLC	06/28/2024	W	300.00	June
202301270	AMERICAN SCHOOL COUNSELOR ASSN	06/28/2024	W	99.00	June
202301271	HERITAGE PROFESSIONAL PRODUCTS	06/28/2024	W	84.00	June
202301273	HOMEGROWN LACROSSE	06/28/2024	W	600.00	June
202301274	DOLLAR TREE	06/28/2024	W	132.66	June
202301275	MN VALLEY ELECTRIC CORP	06/28/2024	W	32,032.19	June
202301276	E3 SPORT APPAREL LLC	06/28/2024	W	2,087.40	June
202301277	BOWLERO	06/28/2024	W	374.75	June
202301279	MSHSCA	06/28/2024	W	284.00	June
202301280	MSHSL	06/28/2024	W	78.00	June
202301282	MOA ENTERTAINMENT COMPANY LLC	06/28/2024	W	304.20	June
202301284	VALLEYFAIR	06/28/2024	W	6,160.00	June
202301285	CASEY'S GENERAL STORE	06/28/2024	W	69.60	June
202301287	LAKES COUNTRY SERVICE COOPERAT	06/28/2024	W	250.00	June
202301290	MASBO	06/28/2024	W	110.00	June
202301292	MOCHA MONKEY	06/28/2024	W	99.62	June
202301293	INTERNAL REVENUE SERVICE	06/29/2024	W	158.94	June
202301295	T-MOBILE	06/21/2024	W	0.00	June
202301296	MN STATE RETIREMENT SYSTEM	06/25/2024	W	10,042.67	June
202301297	BRI PARENT, INC	06/01/2024	W	401.75	June
202301297	BRI PARENT, INC	06/30/2024	W	775.70	June
202301298	ONEBRIDGE BENEFITS, INC.	06/16/2024	W	910.00	June
202301299	AUTHORIZE.NET	06/04/2024	W	76.60	June
202301300	EDUTRAK LLC	06/10/2024	W	12,812.74	June
202301302	SECURITY BANK & TRUST CO	06/30/2024	W	46.95	June
202301303	PMA ASSET MANAGEMENT, LLC	06/30/2024	W	210.29	June
202301304	AT&T MOBILITY	06/06/2024	W	146.43	June
202301305	QUADIENT FINANCE USA, INC	06/24/2024	W	500.00	June
202301306	XCEL ENERGY	06/24/2024	W	71.13	June
202301308	PMA ASSET MANAGEMENT, LLC	06/30/2024	W	41.66	June
202400004	INTERNAL REVENUE SERVICE	07/15/2024	W	178,998.27	July
202400006	MN CHILD SUPPORT PYMT CENTER	07/15/2024	W	128.00	July
202400007	MN DEPT OF REVENUE	07/15/2024	W	28,293.97	July
202400008	MN TEACHERS RETIREMENT ASSN	07/15/2024	W	123,889.01	July
202400009	PERA	07/15/2024	W	13,036.19	July
202400010	AVIBEN	07/15/2024	W	44,337.73	July
202400014	INTERNAL REVENUE SERVICE	07/15/2024	W	54,123.17	July
202400016	MN CHILD SUPPORT PYMT CENTER	07/15/2024	W	22.50	July
202400017	MN DEPT OF REVENUE	07/15/2024	W	9,161.53	July
202400018	MN TEACHERS RETIREMENT ASSN	07/15/2024	W	16,273.22	July
202400019	PERA	07/15/2024	W	20,397.52	July
202400020	AVIBEN	07/15/2024	W	9,899.37	July
232400151	BAUNE, KEITH	06/21/2024	A	360.00	June
232400152	HUNT, BENJAMIN	06/21/2024	A	180.00	June
232400153	SCHONEWISE, ENID	06/21/2024	A	97.52	June
232400154	SELTZ, ANDREW	06/21/2024	A	300.00	June
232400155	VANDERLINDE, LEE	06/21/2024	A	150.00	June
232400156	CLAUSEN, SHANE	06/28/2024	A	300.00	June
232400157	DELANEY, DAVID	06/28/2024	A	133.95	June
232400158	DEVAAN, KHUZANA	06/28/2024	A	360.00	June
232400159	MUELLER, RYAN	06/28/2024	A	90.00	June
232400160	OVERBY, MARY	06/28/2024	A	149.09	June
232400161	RAETHER, KELLY JO	06/28/2024	A	180.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
232400162	BULLIS, MARK	06/30/2024	A	399.42	June
232400163	ESTERBERG, JACOB	06/30/2024	A	211.59	June
232400164	FOLTZ, KARI	06/30/2024	A	250.58	June
232400165	LARSON, LORRAINE	06/30/2024	A	252.32	June
232400166	MUELLER, RYAN	06/30/2024	A	47.77	June
232400167	SABOL, JILL	06/30/2024	A	360.00	June
232400168	SEIM, LINDSAY	06/30/2024	A	420.56	June
232400169	SPARBY, PAUL	06/30/2024	A	236.11	June
232400170	VAN EYLL, TONI	06/30/2024	A	209.71	June
232400171	ALMQUIST, TERENCE	06/30/2024	A	297.78	June
232400172	BRAUN, TRACY	06/30/2024	A	323.08	June
232400173	CLEMENSEN, THOMAS	06/30/2024	A	165.20	June
232400174	EISCHENS, SARA	06/30/2024	A	360.00	June
232400175	GENZ, MEGAN	06/30/2024	A	209.71	June
232400176	GRUBER, RACHEL	06/30/2024	A	87.34	June
232400177	JUNG, SAMANTHA	06/30/2024	A	330.00	June
232400178	KUBE, GREGORY	06/30/2024	A	300.00	June
232400179	MEESTER, SCOTT	06/30/2024	A	50.00	June
232400180	RAETHER, KELLY JO	06/30/2024	A	206.70	June
232400181	BOSCH, ALAN	06/30/2024	A	300.00	June
232400182	EGGERS, DAVID	06/30/2024	A	278.38	June
232400183	MATHWIG, DANIEL	06/30/2024	A	202.98	June
232400184	RAETHER, KRISTOPHER	06/30/2024	A	274.01	June
232400185	SCHANK, BARBARA	06/30/2024	A	180.00	June
232400186	WURZER, BONNIE	06/30/2024	A	296.07	June

Totals for checks 4,459,297.60

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,704,448.34	0.00	2,006,182.71	3,710,631.05
02	Food Service	53,646.10	0.00	16,756.93	70,403.03
04	Community Service	85,222.50	0.00	150,207.81	235,430.31
06	Building Construction	0.00	0.00	441,393.76	441,393.76
07	Debt Redemption	0.00	0.00	1,187.50	1,187.50
45	OPEB Irrevocable Trust Fund	0.00	0.00	251.95	251.95
***	Fund Summary Totals ***	1,843,316.94	0.00	2,615,980.66	4,459,297.60

***** End of report *****

5.B. Human Resource Items:

Presenter: Dr. Enid
Schonewise, Director
of Human Resources

**Waconia Public Schools
Independent School District No. 110
Waconia, Minnesota**

BOARD OF EDUCATION

Regular Meeting – July 29, 2024

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations

ITEM ADDED BY: Dr. Enid Schonewise, Director of Human Resources

Employment

Goede, Matthew Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	WHS
Guseyn-Zade, Jessica Replacement	Grade 1 Teacher Long-Term Substitute Attach K	LT
Hoxie, Gretchen Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV
Kauls, Hailey Replacement	Media Specialist 1.0 FTE; 184 Days Attach K	LT
Meester, Scott Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	ESC
Nelson, Amy Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	LT
Nielsen, Jill New	Preschool Teacher 1.0 FTE; 184 Days Attach K	SV/Comm Ed

Tyhurst, Adam Replacement	Mathematics Teacher 1.0 FTE; 184 Days Attach K	WMS
Weinrich, Allison Replacement	Grade 4 Teacher 1.0 FTE; 184 Days Attach K	BV
Weinzierl, Kristin Replacement	Health/Physical Education Teacher 1.0 FTE; 184 Days Attach K	WMS
Weir, Kelly Replacement	Art Teacher 1.0 FTE ; 184 Days Attach K	BV/SV

Employee Status Changes

Pauly, Marnie, Interim Assistant Principal, extension of interim position

Sang, Carey, from .5 FTE Spanish Teacher at WMS to 1.0 Spanish Teacher at WHS

Sonnek, Rebecca, returning from extended leave of absence to School Psychologist at LT and WMS

Leaves of Absence

Johnson, Kendra, Special Education Teacher at WMS

Schimelpfenig, Kelly, Custodial Cleaner at WMS

Extended Leave of Absence

Retirements/Resignations/Terminations

Bixby, Tyler, Educational Assistant (SPED) at LT

Breyfogle, Roslyn, School Counselor at BV

Fredericksen, Andrew, Special Education Teacher at LT

Fredericksen, Jamie, Special Education Teacher at LT

Kreutzian, Alexandra, Speech Language Pathologist at BV

Micklo, Kevin, Physical Education / DAPE Teacher at WMS

Monson, Erika, Media and Digital Learning Coordinator at SV

Yancey, Maya, Kids' Company Lead at Comm Ed

It is recommended that the ISD 110 Board of Education approve the above human resource actions as proposed.

5.C. Settlement Agreement and Release of All Claims

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS

This Settlement Agreement and Release of All Claims (“Agreement”) is entered into by and between Jacleen Olson (“Olson”) and Independent School District No. 110 (“District”). Olson and the District are referred to as “the Parties.”

WHEREAS, on or about on October 27, 2023, Olson filed a complaint with the Minnesota Department of Labor and Industry’s Occupational Safety and Health Division (“Department”) alleging that the District engaged in discrimination in violation of Minnesota Statutes section 182.669; and

WHEREAS, the Department designated the complaint as Complaint No. 20240095 (“Complaint”);

WHEREAS, the District denies the allegations in the Complaint and denies that it is liable to Olson under any law or legal theory;

WHEREAS, the Department has not yet made any findings or conclusions regarding the Complaint;

WHEREAS, Olson represents herself in this matter, and attorneys Michael Waldspurger and Craig Hardie of Squires, Waldspurger, & Mace, P.A. represent the District; and

WHEREAS, Olson and the District are entering into this Agreement to avoid the expense and uncertainty of litigation and to resolve any and all claims Olson may have against the District based on any facts that exist as of the date Olson signs this Agreement.

NOW, THEREFORE, IN CONSIDERATION OF the foregoing and the promises contained in this Agreement, including the relinquishment of certain legal rights and other valuable consideration, the sufficiency of which is acknowledged, the Parties agree as follows:

1. **Payment.** Within thirty calendar days after this Agreement is fully executed, the District or its insurer will issue a check made payable to Jacleen Olson in the amount of three thousand two hundred dollars and zero cents (\$3,200.00). The Parties agree this payment is in full and complete satisfaction of any and all claims and is sufficient consideration for this Agreement, including the release of all claims contained in this agreement and the resolution of the DLI Complaint.
2. **Personal Property.** Within thirty calendar days after this Agreement is fully executed, the District will return to Olson, via U.S. Mail, two MTI Seussical scripts (“Scripts”) left behind from her employment with the District in 2023. The District agrees to return any additional Scripts that are found during summer cleaning to Olson, via U.S. Mail, within thirty (30) calendar days of their discovery.
3. **No Trespass Order.** Effective September 1, 2024, the District will revoke the No Trespass Order that it issued to Olson on or about April 26, 2024.

4. **No Further Claim to Compensation.** This Agreement satisfies all obligations between Olson and the District. Olson shall have no claim whatsoever to any compensation, benefits, or payments of any nature from the District except as expressly stated in this Agreement.

5. **Resolution of DLI Complaint.** This Agreement completely resolves the Complaint. Olson is aware that it is unlawful for any person or entity to threaten, intimidate, harass, or otherwise retaliate against her because she filed the Complaint. With full knowledge of these rights, Olson hereby withdraws the Complaint she filed along with any complaint that the Department cross-filed with any state or local agency. Olson affirms that she has not been coerced into withdrawing her Complaint and that she is voluntarily withdrawing her Complaint because it has been resolved. Olson requests that the Department accept this settlement as a full and complete resolution of the Complaint; that the Department dismiss the Complaint with prejudice; and that the Department close its file in this matter and take no further action.

6. **Release of All Claims.** In consideration of the payment and benefits outlined in this Agreement, and as an inducement for the District to enter into this Agreement, Olson hereby fully and completely releases, acquits, and forever discharges the District, its current and former School Board members, its current and former employees, and its representatives, insurers, attorneys, and other affiliates from any and all liability for any and all damages, actions, or claims—regardless of whether they are known or unknown, direct or indirect, asserted or unasserted—that arise out of or relate to any action, decision, event, fact, or circumstance occurring before Olson signs this Agreement. Olson understands and agrees that by signing this Agreement she is waiving and releasing any and all claims, complaints, causes of action, and demands of any kind that are based on or arise under the United States Constitution, the Minnesota Constitution, or any federal or state law, including but not limited to any common law, statute, regulation, or rule. This release of claims is to be broadly construed to cover and apply to any and all claims that may be legally released.

7. **Claims Not Waived.** By signing this Agreement, Olson is not waiving or releasing any of the following: (a) any rights or claims that are based on any events that occur after Olson signs this Agreement; (b) any right to institute legal action for the purpose of enforcing this Agreement; (c) any right to apply for unemployment compensation benefits, although the District may contest such application; or (d) any claims arising under the Workers' Compensation Act, although Olson acknowledges that she was not injured while acting within the scope and course of her employment and agrees that the District or its insurer may contest such claims accordingly; or (e) any right to file a charge with a governmental agency, including the Equal Employment Opportunity Commission, although the District may contest such a charge.

8. **Release of ADEA Claims.** Olson recognizes that by signing this Agreement she is waiving and releasing any employment discrimination, retaliation, or other claims that she might have under the Age Discrimination in Employment Act ("ADEA"). Olson further acknowledges that she has been advised to seek the advice of legal counsel before signing this Agreement and that she has been advised of her right to review and consider her release of any claims under the ADEA for a period of twenty-one (21) days. If she signs this Agreement before twenty-one (21) days

have elapsed from the date on which he first received a copy of this Agreement to review, she will be voluntarily waiving her right to the full twenty-one (21) day review period.

9. **Revocation under the ADEA.** Olson acknowledges that after she signs this Agreement, she will have seven (7) calendar days to revoke her waiver and release of any claims arising under the ADEA. Olson acknowledges that this right of revocation applies only to claims arising under the ADEA. For a revocation of claims under the ADEA to be effective, it must be delivered to the District's Director of Human Resources, Dr. Enid Schonewise, at 512 Industrial Blvd., Waconia, MN 55387, either personally or by United States mail within the seven-day period. If delivered by mail, the revocation must be postmarked within the seven-day period, properly addressed to Dr. Schonewise, and sent by certified mail, return receipt requested.

10. **Rescission Under the MHRA.** Olson recognizes that by signing this Agreement she is waiving and releasing any employment discrimination, retaliation, and other claims that she might have under the Minnesota Human Rights Act ("MHRA"). Under the MHRA (Minnesota Statutes section 363A.31), Olson has the right to rescind her release of claims in writing within fifteen (15) calendar days after signing this Agreement. This right of rescission applies only to claims arising under the MHRA. For a rescission of claims arising under the MHRA to be effective, it must be delivered to the District's Director of Human Resources, Dr. Enid Schonewise, at 512 Industrial Blvd., Waconia, MN 55387, either personally or by United States mail within the fifteen-day period. If delivered by mail, the revocation must be postmarked within the fifteen-day period, properly addressed to Dr. Schonewise, and sent by certified mail, return receipt requested.

11. **Effect of Revocation or Rescission.** If Olson revokes or rescinds any part of the release of claims contained in this Agreement, the District or its insurer will not be required to make the payment outlined in Paragraph 1 and will instead pay the sum of one hundred dollars and zero cents (\$100.00). The remainder of this Agreement, including the release of all claims set forth in this Agreement, will remain in full force and effect.

12. **Effect of Failure to Dismiss Complaint.** If the Department fails or refuses to allow Olson to withdraw the Complaint, or if the Department fails or refuses to dismiss the Complaint pursuant to this Agreement, the District or its insurer will not be required to make the payment outlined in Paragraph 1 and will instead pay the sum of one hundred dollars and zero cents (\$100.00) to Olson. The remainder of this Agreement, including the release of all claims set forth in this Agreement, will remain in full force and effect.

13. **Voluntary Agreement.** The Parties acknowledge that no person has exerted undue pressure on them to sign this Agreement. The Parties are voluntarily choosing to enter into this Agreement because of the benefits this Agreement provides. The Parties acknowledge that they have read and understand the terms of this Agreement, that they have been represented by legal counsel or have had the opportunity to consult with legal counsel, and that they are voluntarily entering into this Agreement to resolve any and all disagreements between them.

14. **Binding Agreement.** This Agreement is legally binding. The Parties acknowledge that they have been advised that the other party has no duty to protect their interests or to provide them

with information about their legal rights; that signing this Agreement may adversely affect their legal rights; and that they should consult an attorney before signing this Agreement if they are uncertain of their rights.

15. **No Wrongdoing.** This Agreement is made in compromise of disputed claims and is not to be construed as an admission of liability or wrongdoing by or on behalf of the District or any party identified in interest with the District. The District specifically denies any and all wrongdoing or liability.

16. **Responsibility for Costs and Attorney's Fees.** The Parties are responsible for their own attorney's fees, costs, and expenses. No Party may be deemed to be a prevailing party for any purpose, and no Party may seek to recover any fees, costs, or expenses from another Party.

17. **Tax Consequences.** Olson acknowledges and agrees that neither the Department nor the District or any of its insurers, attorneys, agents, employees, or representatives have made any statements or representations regarding the tax consequences of the payment being made pursuant to this Agreement. It is specifically agreed and understood by Olson that she is solely responsible for determining any tax consequences and for paying any taxes owed based on the payment made pursuant to this Agreement.

18. **Government Data.** The Parties acknowledge that the Minnesota Government Data Practices Act ("MGDPA"), Minn. Stat. §§ 13.01, et seq., the Official Records Act, Minn. Stat. §§ 15.17, the Occupational Safety and Health Act of 1973, Minn. Stat. Ch. 182, and other applicable laws and regulations govern the release of information from the Department's files. The MGDPA governs the classification and release of information that the District maintains.

19. **Choice of Law, Forum, and Severability.** This Agreement is governed by the laws of the State of Minnesota regardless of whether any change occurs in Olson's domicile or status as a resident of Minnesota. The Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.


20. **Equal Drafting.** If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.

21. **Signatures.** This Agreement may be signed in counterparts, and a copy of this Agreement will have the same legal effect as the original.

22. **Complete Agreement.** This Agreement reflects the full and complete agreement between the Parties. The Parties have not relied on any promise, representation, statement, or inducement that is not expressly stated in this Agreement. No changes to this Agreement are valid unless they are in writing and are signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown by their signatures. By signing below, each party specifically acknowledges that it has read this Agreement and voluntarily agrees to be legally bound by all terms of the Agreement.

JACLEEN OLSON



Jacleen Olson

Date 7/25/24

INDEPENDENT SCHOOL DISTRICT NO. 110

School Board Chair

Date

School Board Clerk

Date

5.D. Renew Agreement with Heger's Dairy

July 16, 2024

WPSD School Board Members,

I recommend renewing the agreement with Heger's Dairy as our primary milk provider.

Annually Cafe #110 spends ~\$75,000 for dairy products delivered by a selected distributor.

Matt Heger is a distributor from Cologne, he sources our milk from Stony Creek Dairy out of Avon, MN. He has distributed to our kitchens in years past and returned last year with a competitive bid as a result of our district utilizing bulk milk.

Last year we went out for a milk bid and three companies responded - Heger's Dairy was 14% and 19% below the competitive sealed bids.

My teams and I have been very satisfied with the service and quality of the milk we received last year.

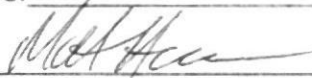
Sincere Regards,

Barb Schank

Director of Nutrition Services

Heger's Dairy

2024-2025 Contract Renewal

School Name: Waconia ISD 110
Contact Name: Barb Schank Title: Director of Nutrition
Address: 512 Industrial Blvd, Waconia, MN 55387
Phone#: 952-442-0600 Email: bschank@isd110.org
Customer Signature: _____ Date: _____
Vendor Signature:  Date: 6-17-24

Escalating Pricing

5 Gallon Chocolate Bags \$22.30

5 Gallon 1% Bags \$21.25

5.E. Renew Joint Agreement with SW Metro
Intermediate to Provide Meals for the St.
Bonifacius Site

July 16, 2024

WPSD School Board Members,

I recommend renewing the agreement with SW Metro - St. Bonifacious site - to provide breakfast and lunch services for their students and to collect their state and federal revenues.

We have a 10-year relationship working with this school and we look forward to continuing to serve their students.

Sincere Regards,

Barb Schank

Director of Nutrition Services

School Nutrition Programs Renewal of Joint Agreement

School Year 2025

A school food authority (SFA) and Site may mutually agree to renew a joint agreement for up to four (4) one-year periods after the end of the original one-year joint agreement.

Waconia Public School District - Intermediate District 110 (SFA)
1000003836 Cyber-Linked Interactive Child Nutrition System (CLiCS) sponsor ID
number and Southwest Metro - St. Bonifacious - Intermediate District 288 (site)
9000015864 CLiCS Site ID number agree to renew the original School Nutrition
programs joint agreement, which ended June 30, 2024, for the period of
July 1, 2024 through June 30, 2025 (not to exceed one year).

The total number of times that the original joint agreement has been renewed, including this renewal, is
2 (may not exceed four).

The terms of the original joint agreement remain in effect during this renewal, except for any adjustment to the original contract terms as described here:

One complete breakfast and one complete lunch is allowed per student per day at no charge. Any additional meal purchases, or guest meals will cost \$2.25 for breakfast, and \$4.95 for lunch.

SFA and Site have caused this agreement to be executed by their duly authorized representatives:

SFA Wacoia Public School District - Intermediate District 110

Authorized Representative Title of Authorized Representative

Telephone _____

Signature _____ Date _____

Site Southwest Metro, Intermediate Ditric 288

Brian Fell Executive Director of Business Services

Authorized Representative Title of Authorized Representative

Telephone 952-567-8103

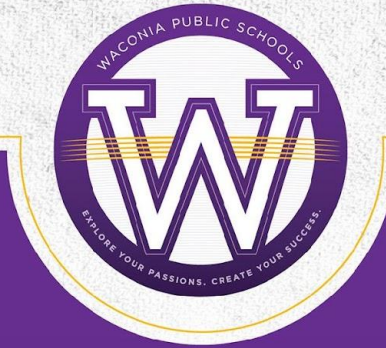
Signature Brian Fell Date 7/10/2024

5.F. Receipts of Donation

6. **REPORTS**

6.A. Administrative Presentation: Communications

Presenter: Matt
Thomas, Director of
Communications



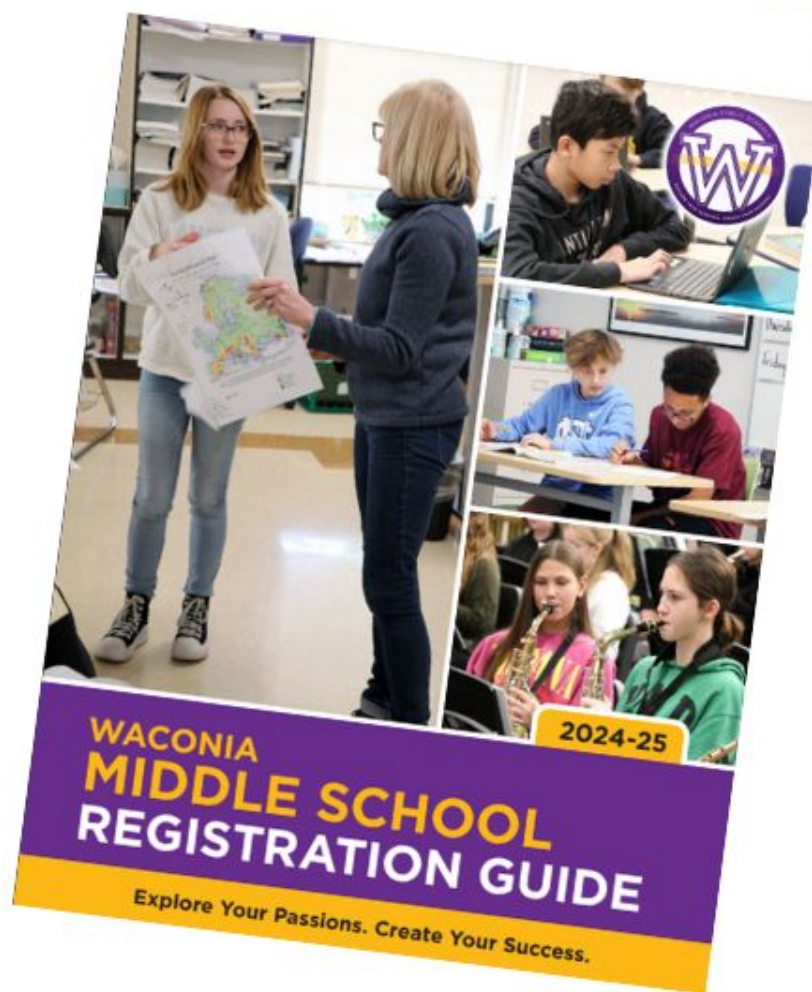
Communications Department Update

Presented by Matt Thomas

July 29, 2024

Middle School Registration Guide

- **Multi-purpose publication**
- **Serves current and prospective families**
- **Signature marketing piece for Gr. 6–8**



Middle School Registration Guide

FACILITY HIGHLIGHTS

Waconia Middle School has a number of learning and common area spaces that are comparable to many high schools. These spaces create flexible and unique learning environments and allow students to explore many of their passions inside and outside of the classroom. Families new to the District can request a tour of the building by contacting the school at 952-442-0650.



Auditorium

Our 430-seat, elevated stage auditorium allows us to fully accommodate band, choir, and theater performances throughout the year. Due to its size, we can also provide full grade-level learning activities and events throughout the year.



Science Lab

Many of our science classrooms include a classroom-sized instructional area and lab spaces co-located within the same room. This allows our staff and students the flexibility to move in and out of lab areas with ease.



Gymnasium

We are fortunate to have a three-station gymnasium with the ability to separate the gym into three individual sections. Being a former high school gym, we have seating to host events that seat up to 2000 spectators. This is a great space for all-school assemblies and events.



Industrial Tech

Our industrial technology space and woodworking equipment would rival many high schools across the state. Remodeled in 2017, the space is designed to meet the needs of middle school students. Students commonly identify their opportunities to work in the shop as one of their top exploratory experiences at Waconia Middle School.



Lunchroom

The size of our lunchroom allows us to have one lunch period for each grade level. Flexible seating and a brightly lit space creates a safe and student-friendly space connected to an outside area that can be used for outdoor lunch activities for a portion of each grade level's lunch period.



Common Spaces

Our lunch commons space (pictured here) is updated with flexible seating and flooded with natural light with floor-to-ceiling windows. Each grade level also has two dedicated common spaces where students from the same grade level have their lockers and teachers on their teams.

WACONIA PUBLIC SCHOOLS 4 MIDDLE SCHOOL CATALOG

MIDDLE SCHOOL STUDENT PROFILES

Waconia students have unique stories of how they are exploring their passions academically, athletically, and through the fine arts in order to become the leaders of tomorrow. Together, they help make up the Wildcat community.

Caleb H., Class of 2028

Caleb is a competitive swimmer, plays percussion in the school band, and has participated in school theatre productions. He also plays the piano, and participates in choir, jazz band, and the marching band. Academically, he is enrolled in Advanced Math and Enriched Language Arts.

"My favorite class that I've taken at the Middle School is 7th Grade U.S. History with Mr. Johnson. He was just the most phenomenal teacher because he has so much energy and he makes the class fun. We learned so much in that class and I just fell in love with history."



Margo L., Class of 2028

Margo competes in dance and cross country, plays the flute in the school band, and is on the school's student council. She has been involved in theatre and choir, is a WEB Leader, a Unified Partner, and is enrolled in Advanced Math and Enriched Language Arts.

"I have a bunch of different interests, and I've also been able to try new things to see if I like them. Being involved in different activities has helped shape me and it also allowed me to make a lot of new friends."



Maitrey G., Class of 2028

Maitrey is a competitive swimmer and diver, plays the saxophone in the school band, is a WEB Leader, and has participated in choir and jazz band. Academically, he is enrolled in the school's Enriched Language Arts class.

"I feel like Middle School is a time to grow and expand your interests and I've been able to do that here. I moved here from Lincoln, Nebraska in sixth grade and at first was worried about going to a new school, but being involved in different things has allowed me to meet a bunch of people."




WACONIA PUBLIC SCHOOLS 5 MIDDLE SCHOOL CATALOG



Strategic Plan Assets


- Wordsmithing
- Clean and digestible
- One-pager / large posters

WACONIA PUBLIC SCHOOLS
2024-2028 Strategic Plan



WACONIA
PUBLIC SCHOOLS ISD 110




OUR MISSION
ISD 110 maximizes opportunities for all students to **explore their passions and create their success** by committing to a community that includes academic rigor, social growth, and emotional wellbeing.



OUR VISION
ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extracurricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

OUR STRATEGIC DIRECTIONS

 Student Outcomes	 Student & Staff Experience	 Systems & Structures
<ul style="list-style-type: none">→ Evaluation of elementary student performance on MCAs.→ Assessment of middle school student performance on MCAs.→ Evaluation of high school student readiness for post-high school success.	<ul style="list-style-type: none">→ Foster a physically and emotionally safe environment within the school.→ Promote recognition and responsiveness to cultural commonalities and differences, ensuring all individuals feel welcomed, respected, and heard.→ Provide access to inclusive academic, leadership, service, and social opportunities for all community members.	<ul style="list-style-type: none">→ Effective management of financial resources to support the school's mission and goals.→ Proactive planning for and maintenance of facilities to ensure a conducive learning environment.→ Monitoring and promotion of student enrollment to sustain and enhance the school community.



Social Media

- Decision to focus on Facebook / Instagram
- Creation of HS Activities Instagram
- Facebook Ads



Facebook By the Numbers

- **September 1, 2023 – June 30, 2024**
- **707 new followers for a total of 5,512**
- **231 posts generated 1.7 million impressions**
- **53,600 content interactions (likes, shares, comments)**
- **132,800 visits to our page**
- **78% women; 58% between ages 35–54**



Facebook Top Content

Top content by reach



**Congratulations to
2022 Waconia High...**

Sat Mar 30, 12:17am

↗ 120.9K ❤️ 2.1K
💬 151 👍 23



**Congratulations to
retired Waconia...**

Tue Jun 4, 11:07am

↗ 61.6K ❤️ 318
💬 32 👍 4



**Waconia High School
was excited to...**

Thu Apr 11, 11:19am

↗ 36.8K ❤️ 154
💬 0 👍 6



**Waconia High School
Senior Emily...**

Tue Feb 6, 10:00pm

↗ 33K ❤️ 371
💬 54 👍 1



**Congratulations to
Waconia High Schoo...**

Wed Feb 14, 11:02am

↗ 26K ❤️ 267
💬 48 👍 1



Instagram By the Numbers

- **September 1, 2023 – June 30, 2024**
- **481 new followers for a total of 2,946**
- **138 posts/49 stories**
- **22,500 content interactions (likes, shares, comments)**
- **19,700 profile visits**
- **75% women; 55% ages 35–54; 35% ages 0–34**



Instagram Top Content

Instagram Top content by reach



It is with great sadness that we share the...

Sat Jan 27, 4:41pm

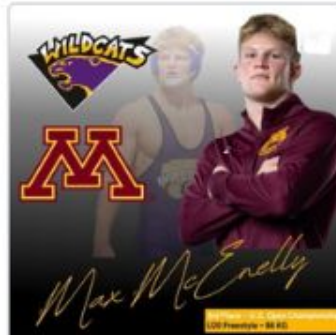
↔ 9.3K ❤️ 1.7K
💬 13 📌 655



Great energy in our schools this morning...

Fri May 24, 9:42am

↔ 5.6K ❤️ 412
💬 0 📌 13



Congrats to 2023 Waconia High Schoo...

Sun Apr 28, 11:29am

↔ 3.1K ❤️ 287
💬 1 📌 11



District leaders continue to monitor...

Sun Mar 24, 6:30pm

↔ 3K ❤️ 378
💬 124 📌 83



It was a great morning and a great turnout a...

Wed Feb 7, 9:06am

↔ 3K ❤️ 539
💬 2 📌 40



WHS Activities Instagram

- @waconiawildcats1
- 1,028 followers
- 173 Posts



Emergency Preparedness

- SRP Rollout in the Fall
- Continuing to drill common language
- Reunification Conference & Protocols

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced. Do business as usual.

ADULTS

Close and lock the door. Account for students and adults. Do business as usual.



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building. Do business as usual.

ADULTS

Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults. Do business as usual.



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight. Maintain silence. Do not open the door.

ADULTS

Recover students from hallway if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evade or defend.



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to. If possible, bring your phone. Follow instructions.

ADULTS

Lead students to Evacuation location. Account for students and adults. Notify if missing, extra or injured students or adults.



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard.

ADULTS

Lead safety strategy. Account for students and adults. Notify if missing, extra or injured students or adults.

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunamis	Get to high ground

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Website Enhancements



Teachers and staff are at the center of our mission at Waconia Public Schools. Often times, public educators do not receive the recognition they deserve for helping our students thrive and develop academic, social and emotional skills that will serve them for a lifetime. Waconia Public Schools recognizes outstanding employees through the Essence Awards and the Accomplished Waconia Educators Award. Use the links below to learn more.

Essence Awards

[Click Here](#)

Accomplished Waconia Educators

[Click Here](#)

Aug 16, 2024	Aug 21, 2024	Aug 27, 2024	Aug 27, 2024
Teacher Workshop	Teacher Workshop	192 Open House (Evening)	Teacher Workshop
Ⓞ All Day	Ⓞ All Day	Ⓞ All Day	Ⓞ All Day

UPCOMING EVENTS		
<p>SCHOOL BOARD REGULAR MEETING JULY 29 7:30 P.M. WACONIA CITY HALL</p>	<p>FIRST DAY OF SCHOOL (K-12) AUGUST 26 AMPHITHEATRE (FIRST DAY) - 6:00 A.M. - 12:00 P.M.</p>	<p>WORLD BICYCLE DAY RUN SEPTEMBER 14 8:00 A.M. WACONIA ELEMENTARY SCHOOL</p>



Regular Communications

CommuniCAT

WINTER 2024



REMEMBERING CARL PIERSON



BRIAN GERSICH
Superintendent
Waconia Public Schools

On Friday, January 26, we lost a beloved teacher, colleague, friend, and coach when Waconia High School social studies teacher Carl Pierson passed away after

courageously fighting esophageal cancer for two years.

Between his role as a teacher, as a basketball coach, and a city councilman, Carl touched a lot of lives in this community. I realize I'm fairly new to the district, and my relationship with Carl is perhaps not as deep as many of you, but I am glad I had a chance to know and interact with him briefly, as it was very meaningful.

It's also been touching to hear and read some of the tributes and memories that people have expressed including on our social media pages.

One former student wrote, "I'm so thankful that I had him as a government teacher; he was fantastic at appreciating everyone for who they are and emphasized how important it is to be an active, informed citizen – and those are only two of the many life lessons he taught with his trademark sense of humor."

One of his former basketball players wrote, "He brought so much joy to me and my teammates and so say he will be missed is an understatement. I feel so extremely blessed to have been able to play for him during my high school basketball career. There to be even half the coach and person you were." A Waconia parent shared, "I'm eternally grateful for the impact he had on my daughters, both in the classroom and on the court."

The world needs more people like Coach Pierson. He will never be forgotten."



I remember taking notice of Carl during my first fall in the district when Carl was recognized as one of the Accomplished Waconia Educators. In his speech, Carl speaking reminded everyone, as he held his award, that "It's about time," noting he had been awesome for years. But he also had some words of inspiration for all of us in the room as a part of the public education system, encouraging us to never forget that we get to do the greatest job on earth every single day.



Carl exhibited talent and built relationships throughout our community. I want to express my gratitude and appreciation for everything he contributed to our school district, to our community, and especially to our students. He was a special human being and he will be greatly missed.

Wildcat CommuniCATor

A monthly e-newsletter to ISD 110 Families



May 30, 2024

Message from Superintendent Gersich



Hello ISD 110 Families,

As we find ourselves at the finish line of the 2023-24 school year, I want to thank you for entrusting us with your uniquely talented students. It's a job that all of us at Waconia Public Schools take seriously each and every day and it's my most heartfelt hope that your family has experienced the care and compassion, academic growth, and memorable experiences that I witness inside our buildings and classrooms on a daily basis.

As I finish my second year as Superintendent here in Waconia, I am constantly reminded why you have all chosen this community to raise your family. We have a vibrant, close-knit community, strong schools with amazing teachers and staff, and people all around us who we are proud to call friends and neighbors.

Thank you for your continued support of Waconia Public Schools, enjoy the summer months, and we will see you in late-August!

Superintendent Brian Gersich

CommuniCATor Families



Explore Your Passions. Create Your Success.

June 24, 2024 School Board Regular Meeting Recap

Labor Relations Update

Director of Human Resources Enid Schonewise shared with the Board that a tentative agreement was reached with the Waconia Education Association at a June 17 mediation session. Schonewise said that she hopes to be able to share more details with board members and the community in the near future. She also shared that negotiations with the District's other employee groups are underway and progressing.

End-of-Year Survey Results

Director of Communications Matt Thomas gave a presentation regarding the results from the 2024 end-of-year surveys to parents, staff and students. The presentation included metrics tied to the District's new strategic directions that were approved earlier this spring by the Board, as well as trend data using last year's survey results.

CommuniCAT Community



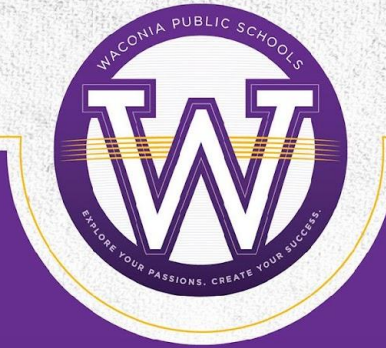
WACONIA PUBLIC SCHOOLS * ISD110 * EXPLORE YOUR PASSIONS. CREATE YOUR SUCCESS.

Board Recaps Staff

Quick Items

- **Partnership with Community Ed**
- **Partnership with HS Activities Office**
- **Advertising**
- **Crisis Communications**
- **Photography Portfolio**
- **Brand Management**
- **Media Relations – The Patriot**
- **Social Media Awareness**





Questions?

6.B. Board Policy 620 Credit for Learning

Presenter: Paul
Sparby, WHS Principal

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Sections statute 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. “Concurrent enrollment” means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.095, subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. “Course” means a course or program.
- D. “Eligible institution” means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student’s race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.

- E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Commensurate credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
 - C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Sections statute 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and the materials that are distributed to parents and students about the program,

including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

[NOTE: Because the 2024 Minnesota legislature amended the last two sentences, MSBA decided to add this language to this model policy.]

E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

[NOTE: The 2024 Minnesota legislature enacted this provision]

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course

aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student’s transcript as a course credit applied toward graduation requirements.

- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student’s transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

~~VIII. WEIGHTED GRADES~~

~~A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:~~

~~Advanced Placement (AP) and concurrent enrollment courses, as courses offered at Waconia High School that have the opportunity to be awarded college credit, have a high level of rigor, and will be weighed at a value of 1.2 multiplier. Grades below a C are not weighted.~~

~~Types of weighted courses include:~~

- ~~1. Advanced Placement (AP) courses:~~
- ~~2. Concurrent enrollment courses (earn college credit while taking them in the high school environment), including CIS (University of MN), College Now (Southwest State University) along with other college courses offered on campus.~~

Grade	Non-Weighted Grade Value	*Weighted Grade Value
A	4.0	4.8
A-	3.67	4.40
B+	3.33	3.97
B	3.0	3.6
B-	2.67	3.20
C+	2.33	2.80
C	2.0	2.4
C-	1.67	1.67
D+	1.33	1.33
D	1.0	1.0
D-	.67	.67

~~*Grade weights will be applied to applicable courses starting in the 2024-25 school year and forward. Courses taken prior to fall of 2024 are not eligible for weighted grades.~~

~~B. The school district will update its registration guide prior to registration each school year with a listing of the courses for which a student may earn a weighted grade.~~

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness~~the World's Best Workforce~~)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction)
Minn. Rules Parts 3501.06~~6040-3501.0655~~ (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Instruction)

Policy adopted: Dec 2020, revised July 2023, revised October 2023, revised December 2023
Independent School District No. 110
Waconia, MN

6.C. Labor Relations Update

Presenter: Dr. Enid
Schonewise, Director
of Human Resources

6.D. Finance Report

Presenter: Ukee
Dozier

WACONIA		WACONIA					REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES		June 30, 2024			
REVENUE												
REVENUE CATEGORIES	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	June 30, 2024 % of Budget Received	June 30, 2023 % of Actuals Received	June 30, 2022 % of Actuals Received	June 30, 2023	June 30, 2022
STATE	39,356,446	40,808,107	43,795,018	43,734,427	43,868,049	37,078,779	6,655,648	84.8%	100.0%	100.0%	40,808,107	39,356,446
FEDERAL	2,040,900	1,312,610	378,471	1,177,492	804,000	999,807	177,685	84.9%	100.0%	100.0%	1,312,610	2,040,900
PROPERTY TAXES	9,241,888	9,562,770	10,135,132	10,127,969	10,364,532	7,502,912	2,625,057	74.1%	100.0%	100.0%	9,562,770	9,241,888
LOCAL (FEES, INTEREST, ETC.)	1,866,047	1,401,557	1,547,347	1,434,959	1,396,025	1,311,158	123,801	91.4%	100.0%	100.0%	1,401,557	1,866,047
TOTALS	52,505,280	53,085,044	55,855,968	56,474,847	56,432,606	46,892,657	9,582,190	83.0%	100.0%	100.0%	53,085,044	52,505,280
EXPENDITURES												
OBJECT SERIES	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	June 30, 2024 % of Budget Expended	June 30, 2023 % of Actuals Expended	June 30, 2022 % of Actuals Expended	June 30, 2023	June 30, 2022
SALARIES & WAGES	28,891,216	30,105,275	28,955,774	28,666,987	30,579,805	27,333,995	1,332,992	95.4%	100.0%	100.0%	30,105,275	28,891,216
EMPLOYEE BENEFITS	11,190,361	11,428,690	11,932,890	11,487,252	11,816,186	10,341,524	1,145,728	90.0%	100.0%	100.0%	11,428,690	11,190,361
PURCHASED SERVICES	7,580,936	7,021,355	7,290,190	8,030,497	8,159,259	7,172,940	857,557	89.3%	100.0%	100.0%	7,021,355	7,580,936
SUPPLIES	2,373,884	2,109,245	1,757,841	1,896,342	1,712,115	1,635,859	260,483	86.3%	100.0%	100.0%	2,109,245	2,373,884
EQUIPMENT	1,270,638	1,070,691	1,207,555	1,399,179	1,332,477	903,196	495,983	64.6%	100.0%	100.0%	1,070,691	1,270,638
DEBT SERVICE	120,056	130,312	122,287	95,287	83,287	83,267	12,020	87.4%	100.0%	100.0%	130,312	120,056
OTHER EXPENDITURES	358,747	360,341	362,104	354,232	393,144	250,186	104,046	70.6%	100.0%	100.0%	360,341	358,747
TOTALS	51,785,839	52,225,908	51,628,641	51,929,776	54,076,273	47,720,966	4,208,810	91.9%	100.0%	100.0%	52,225,908	51,785,839
PROGRAM SERIES												
PROGRAM SERIES	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	June 30, 2024 % of Budget Expended	June 30, 2023 % of Actuals Expended	June 30, 2022 % of Actuals Expended	June 30, 2023	June 30, 2022
SITE ADMINISTRATION	1,057,731	1,059,746	1,283,277	1,255,301	1,265,732	1,048,630	206,671	83.5%	100.0%	100.0%	1,059,746	1,057,731
DISTRICT ADMINISTRATION	454,715	445,097	587,160	529,865	490,183	472,051	57,814	89.1%	100.0%	100.0%	445,097	454,715
SUPPORT SERVICES	1,799,328	1,914,925	2,108,137	2,033,422	2,109,042	1,698,234	335,188	83.5%	100.0%	100.0%	1,914,925	1,799,328
REGULAR INSTRUCTION	21,207,841	21,776,013	20,269,706	19,995,316	21,644,557	19,261,140	734,176	96.3%	100.0%	100.0%	21,776,013	21,207,841
EXTRA-CURRICULAR ACTIVITIES	2,057,519	2,010,489	1,805,359	1,870,599	2,122,036	1,931,695	(61,096)	103.3%	100.0%	100.0%	2,010,489	2,057,519
VOCATIONAL INSTRUCTION	454,124	564,801	490,366	493,251	550,798	514,794	(21,543)	104.4%	100.0%	100.0%	564,801	454,124
SPECIAL EDUCATION	10,739,386	10,796,201	11,316,789	11,042,433	11,685,564	10,355,687	686,746	93.8%	100.0%	100.0%	10,796,201	10,739,386
INSTRUCTIONAL SUPPORT	3,804,830	3,478,924	3,265,186	3,017,489	2,916,754	2,399,511	617,978	79.5%	100.0%	100.0%	3,478,924	3,804,830
PUPIL SUPPORT SERVICES	4,273,134	4,469,513	4,520,994	5,556,600	5,475,650	4,923,396	633,204	88.6%	100.0%	100.0%	4,469,513	4,273,134
FACILITIES	5,571,995	5,322,155	5,367,817	5,558,500	5,310,957	4,510,971	1,047,529	81.2%	100.0%	100.0%	5,322,155	5,571,995
OTHER FINANCING USES	365,236	388,044	613,850	577,000	505,000	604,198	(27,198)	104.7%	100.0%	100.0%	388,044	365,236
TOTALS	51,785,839	52,225,908	51,628,641	51,929,776	54,076,273	47,720,306	4,209,470	91.9%	100.0%	100.0%	52,225,908	51,785,839

WACONIA	WACONIA	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES	June 30, 2024
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ACTIVITY - OTHER FUNDS								June 30, 2024	June 30, 2023 % of Actuals Received	June 30, 2022 % of Actuals Received		
REVENUE	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	% of Budget Received			June 30, 2023	June 30, 2022
FOOD SERVICE	4,704,730	2,728,664	4,719,300	2,986,051	3,475,575	2,015,255	970,796	67.5%	100.0%	100.0%	2,728,664	4,704,730
COMMUNITY EDUCATION	3,456,751	3,763,349	3,730,859	3,809,317	4,015,267	3,429,687	379,630	90.0%	100.0%	100.0%	3,763,349	3,456,751
CONSTRUCTION	-	-	-	6,200,000	10,839,500	6,073,436	126,564	98.0%	#DIV/0!	#DIV/0!	-	-
DEBT SERVICE	9,634,655	9,841,168	9,352,090	9,572,864	9,376,864	7,170,269	2,402,595	74.9%	100.0%	100.0%	9,841,168	9,634,655

								June 30, 2024	June 30, 2023 % of Actuals Received	June 30, 2022 % of Actuals Received		
EXPENDITURES	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Received			June 30, 2023	June 30, 2022
FOOD SERVICE	3,173,194	3,413,744	3,399,862	3,524,593	3,597,627	2,988,414	536,179	84.8%	100.0%	100.0%	3,413,744	3,173,194
COMMUNITY EDUCATION	3,101,049	3,151,216	3,383,052	3,309,668	3,787,078	3,637,816	(328,148)	109.9%	100.0%	100.0%	3,151,216	3,101,049
CONSTRUCTION	-	-	-	850,000	15,239,314	1,810,364	(960,364)	213.0%	#DIV/0!	#DIV/0!	-	-
DEBT SERVICE	9,363,331	9,413,981	9,327,369	9,512,869	9,328,000	9,394,831	118,038	98.8%	100.0%	100.0%	9,413,981	9,363,331

SUMMARY - ALL FUNDS								June 30, 2024	June 30, 2023 % of Actuals Received	June 30, 2022 % of Actuals Received		
SUMMARY	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Received			June 30, 2023	June 30, 2022
REVENUE	70,301,415	69,418,224	73,658,217	79,043,079	84,139,812	65,581,303	13,461,776	83.0%	100.0%	100.0%	69,418,224	70,301,415
EXPENDITURES	67,423,413	68,204,849	67,738,924	69,126,906	86,028,292	65,552,391	3,574,515	94.8%	100.0%	100.0%	68,204,849	67,423,413
SPENDING VARIANCE	2,878,003	1,213,376	5,919,293	9,916,173	(1,888,480)	28,912	N/A	N/A	N/A	N/A	1,213,376	2,878,003

7. **ACTION ITEMS**

7.A. Student and Family Handbooks



WACONIA
PUBLIC SCHOOLS ISD 110

**2024-25
Wildcat Preschool
Parent Handbook**



Explore Your Passions. Create Your Success.

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WELCOME!

Dear Wildcat Families,

ISD 110 is excited to welcome you and your family as Waconia Wildcats! Our professional early childhood educators and team will be working hard to instill a love for learning in each child throughout your early childhood experience.

Waconia Wildcats Early Childhood Programs are excited to serve your families in these earliest years of your child's life. With our Early Childhood Family Education (ECFE) classes, Early Childhood Screening services, family events tailored to this specific time, and Wildcat Preschool offerings, we hope to connect with you and your child in a helpful partnership.

This handbook is a resource for you to use throughout your preschool partnership with us. Included are important contact information, descriptions of services, policies and other useful information. If you have further questions, we welcome you to contact the Early Childhood Programs Office at 952-442-0613.

Thank you for choosing Waconia Wildcat Preschool!

Renee Sorgenfrie
Waconia ISD 110
Early Childhood Manager
rsorgenfrie@isd110.org



Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect

We honor and listen to all voices to ensure everyone feels valued.

Collaboration

We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness

We welcome all and seek multiple perspectives to create one connected community.

Empathy

We listen and act with genuine care.

Resilience

We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes

Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience

Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures

Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

Early Childhood Key Contacts

Director of Community Ed.

Steven Jensen
sjensen@isd110.org



Early Childhood Manager

Renee Sorgenfrie
rsorgenfrie@isd110.org



Administrative Assistant

Brenda Buesgens
bbuesgens@isd110.org



Early Childhood Office: 952-442-0613
520 Industrial Blvd.
Waconia, MN 55387

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Ukee Dozier | 952.442.0602 | udozier@isd110.org
Director of Human Resources Enid Schonewise | 952.442.0645 | eschonewise@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Technology Manager Aleks Simanovich | 952.442.0606 | asimanovich@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoolboardmembers@isd110.org.

ABOUT US

About Us

Waconia Wildcat Preschool provides innovative classrooms where creativity and imagination flourish. Our inclusive programs help all children discover the joy of learning. Your child will be immersed in a stimulating environment that encourages physical, intellectual, and emotional development through play-based investigation, purposeful questioning and exploration for deep learning. Wildcat preschool aligns with the ISD 110 K-12 initiatives.

We Believe...

- Play opens the world of learning for the preschool child.
- Parents are a child's first and most important teachers.
- By nurturing and providing structure, licensed teachers are able to support learners & their parents.
- Research based curriculum embedded with standardized goals will provide exposure to learning environments for your child.
- Classroom environments are carefully designed to support developmentally appropriate exploration for all.

Pyramid Model

Pyramid Model is a social and emotional framework incorporated into the classroom to ensure high quality classrooms for all students. Preschool teams are supported in implementing this framework through the Minnesota Centers of Excellence. Children benefit from this program through learning lifelong skills such as: friendship, self-regulation, problem solving and labeling emotions.



Parent Aware

Waconia Wildcat Preschool is a four-star Parent Aware rated program. Parent Aware star ratings help parents find programs that go above and beyond to prepare children for school and life. To earn this top rating, a program must demonstrate the following:

- Conducts ongoing assessment of student's progress
- Continually adapts lesson plans and goals to meet individual needs
- Regularly updates parents on child's progress
- Provides staff with annual professional development relevant to early childhood

OUR TEACHERS

Our Teachers

All staff members are experienced early childhood educators. Each session is staffed by a licensed teacher and qualified assistant teachers. Waconia Wildcat Preschool also offers a speech pathologist and an Early Childhood Special Education instructor. All educators participate in a continuous program of inservice education and studies for professional advancement in early childhood education.

LINDSAY HACKMAN



I have been teaching in the schools since 2017. My husband and I live in Waconia with our two little girls and our Cavapoo puppy, Coach. Outside of school, my family and I like to play outside, go on walks, read, play games and support Waconia Wildcat athletics. If you see us out in the community, be sure to say, hello! I look forward to spending the year with you!

AMBER LEMKE



I live in Waconia with my husband and two children. We enjoy taking trips, playing outside, bike rides, and reading books. I am a huge college basketball fan. I love teaching preschool and having that "aha" moment with each child that enters my classroom. I am excited to spend the year with you.

DAWN HUGHES



I have been working in the Waconia early childhood program since 2014. I live in Waconia with my husband and we have three daughters. We enjoy taking trips, camping, boating and playing board games together. I enjoy watching my preschool friends learn and grow every year!

MARY WEBER



I have been teaching at Waconia Wildcat Preschool 20+ years. Preschool is a fun place to play, read stories, learn about ourselves and others, be a great friend, dance and sing, and learn to love school. I live in St. Bonifacius with my family. I have two daughters, one son, and my husband is a teacher as well. We like to play games together, go camping, play outdoors, read books, and travel across the United States on our summer vacation.

LAURA JAEDE



I have been working with preschoolers since my first job in 2014 and as a teacher since finishing grad school in 2019. I live in Golden Valley with my boyfriend and our adorable dog, Mable. When I'm not working I am usually outside, playing with my nieces and nephew, or relaxing at home with my family.

CURRICULUM

General Curriculum Information

Creative Curriculum: This is our base curriculum. Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. Teachers use Creative Curriculum as their guide to set-up their classrooms, observe children and ensure they are teaching to the whole child.

Second Step: This is our social-emotional curriculum. Second Step is research-based, teacher-informed, and classroom-tested to promote the social-emotional development, safety, and well-being of young children. When children enter kindergarten with self-regulation and well-rounded social-emotional skills, they are set-up for success.

Foundations: This is our language arts curriculum. Foundations assists children with phonemic awareness, phonics and letter formation.

Parental Curriculum Review

Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

TUITION

General Tuition Information

Waconia Wildcat Preschool monthly tuition should be paid on or before the 1st of each month by cash, check or credit card and submitted to the Early Childhood or the Community Education office. The billing policies are as follows:

- You will not receive a monthly invoice.
- Electronic payment is available. If you are interested in this option, please download the automatic payment form from our website or ask the Early Childhood office for a copy.
- All preschool classes will be charged a registration fee, payable at the time of registration
- Tuition credit or refunds will not be given for school holidays, school cancellations due to inclement weather or other emergency closings, vacations or illness

Children currently enrolled will be given priority registration for the next school year.

Scholarships

Individuals or families who live in ISD 110 boundaries and meet certain income eligibility guidelines may qualify for a 50% reduction on their preschool tuition. Scholarship forms are available at the Early Childhood office. Free tuition through a Pathways I or II scholarship may be available for participants who meet income guidelines and complete an application. Please contact the Early Childhood office for guidelines and application forms.

Past Due Tuition Policy

Parent/guardian will be notified of the past due tuition via email, phone call and/or invoice. All accounts maintaining a past due balance after the 15th of the month will be assessed a late payment fee of \$10. Continued late payments or failure to pay will result in a hold on future community education registrations and may result in discontinuance from the preschool program. Please contact the program supervisor if you are having a hardship and together we will work to find a solution.

Cancellation Policy

Notice of cancellation needs to be received two weeks prior to withdrawal or participants will be required to pay the difference. The registration and supply fees are non-refundable.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2024–25 school year, parents/guardians will be notified via email, text message and a recorded phone call. Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district’s school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district’s social media channels. Notification will also be sent to local television media outlets (KARE–11, KSTP–5, FOX–9, WCCO–4).

Late Starts/Early Dismissals

It’s possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, morning Preschool classes will be cancelled, while afternoon classes will resume. If an early dismissal is called, the timing of the school district’s dismissal will follow Preschool classes.

Absences/Attendance

Attendance is important. Please make every effort to get your child to school every scheduled day and arrive on time. If your child is unable to attend class please call or email your child's teacher or the Early Childhood office.

If you are receiving a Pathways Scholarship you may not miss more than 12 school days, or your grant may be revoked. After 15 consecutive days absent we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed by the parent or guardian. We will advise the family of openings in our Preschool classes from which to enroll at that time.

If children are ill, it is better to keep them home than expose others to illness.

Any student leaving the building before dismissal time must be signed out at the office. In no case will a child be released to a person without proper identification.

Addressing Concerns

For concerns that you would like to be addressed.

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the principal of the building
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the Community Education Director of the school district then the Superintendent of the school district.
4. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Early Childhood Advisory Council

All parents are invited to become active members of the Early Childhood Advisory Council, both Early Childhood Family Education (ECFE) and Preschool alike. This council supports the early childhood programs in many ways including; fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families. The Early Childhood Advisory Council meets Monthly and hosts events that build community within our programs.

Allergies

In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although we can store emergency medications and treatments with your help in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur. Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

When to Keep Your Child Home

Your child is too sick to be at school if they:

- Have a fever over 100 degrees
- Vomited or had diarrhea in the last 24 hours
- Have an undiagnosed rash (not including known, recurrent, non-communicable skin conditions)
- Have red, crusty, weepy eyes until antibiotics have been started
- Have an undiagnosed or communicable cough until doctor clears you for return to school (not including allergies, asthma non-communicable ongoing conditions)
- Are not feeling well enough to engage and learn at school

Immunizations

State law mandates that an immunization record be kept on file for each child in our program. The immunization form is due before the start of the school year. If you are a conscientious objector, a notarized immunization form must be on file with the school district. We have two certified notaries employed in the district who can help with this requirement. Free or reduced cost immunizations for children are available through Carver Co. Public Health at 952-361-1329.

Medical Emergencies

To provide assistance to each student in case of an emergency, the required emergency information is essential. Every child attending Waconia Wildcat Preschool needs to have a completed district registration through Infinite Campus. This will ensure that we have contact information in the event of an emergency. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. In the event of an accident or medical emergency during school hours, parents will be notified by phone if medical assistance is needed or told of the incident at the end of class, if medical assistance is not needed. An accident report will be shared with parents as needed. In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at the parent's expense. Parents will be notified immediately.

Express Drop-Off & Pick-Up

For the safety of our students, adults must drop off/pick up students in school designated areas only. If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas. Any vehicles left unattended in the fire lane are subject to being ticketed.

All children in parking lot, and drop off/pick up areas are encouraged to hold hands with an adult for safety (Please do not have children run ahead or behind as they can be hard to spot for moving vehicles). Moving vehicles are Highly encouraged to mind their speed and keep observant.

Parents will drop their child off with a staff person at an assigned door and proceed through the parking lot to the street. Parents will queue up and wait for a staff member to come to your car to help your child out of the car and into the building. As soon as your child exits your car, please move through the parking lot onto the street as safely as possible. Please prepare your child for this and make drop-off brief, so traffic can continue to move forward.

At pick up, parents will queue up in a line and wait for a staff person to bring your child to the car. You will need to get out of the car to buckle your child into their car seat. Then quickly return to your seat and proceed to the exit.

Heavy congestion is likely, so your patience and help to keep traffic flowing is imperative.

Transportation

Bussing is available for qualified families and/or for a fee. Koch Bus Company provides vans to transport preschool children. If your child is riding the bus, please be ready and waiting at least 5 minutes prior to the pick-up and drop-off times. The drivers must see an adult at drop-off to ensure the safety of the child. If an adult is not present the child will be brought back to school and parents will be notified. A fee for extended care may be assessed in this situation.

Please remind your children that you expect them to follow bus rules. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked. Students are instructed in safe bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property will have consequences where a parent is called to help teach the child in safe bus riding.

Possible Consequences for Misconduct on the Bus

This process will be followed if a student is referred for misbehavior on the bus:

- First Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents.
- Second Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 3–5 day bus suspension.
- Third Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 3–5 day bus suspension.
- Fourth Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 5–10 day bus suspension.
- Fifth Bus Report: loss of ridership remainder of school year.

Severe Clause

Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.

Assessments

District 110 elementary schools use a variety of assessments to measure student performance and growth. Results of these measures provide teachers with the information needed to develop appropriate lessons and improve instruction for all students. These assessments are generally administered three times per year (fall, and spring) and assess the areas of Literacy, mathematics, cognitive, and social development.

Birthdays

Birthday Invitations

All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

Birthday Treats & Celebration

We love celebrating birthdays. We will celebrate our students' special day in a variety of ways, including a classroom birthday recognition (if your child wishes). ISD 110 Wellness Policy has been updated and new wellness guidelines have board approval. Since many children have a variety of food restrictions and due to safety and wellness we are now only accepting non-food items for the class birthday treats only. Some suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

Classroom Visits

Parents are welcome to volunteer in our classrooms. We encourage family engagement. There are several opportunities for volunteering. If this is something you are interested in, please speak with your child's teacher. If your child is experiencing separation anxiety, it might be best that you wait until your child has adjusted to school before volunteering in the classroom.

Communication

Communication is important for a successful school year and maintaining a connection between home and school is a top priority. We want to partner with you and understand you have valuable information about your child. We will communicate our classroom activities and want to hear from you anytime you feel it is necessary.

Phone Calls: If you need to contact your child's teacher, call the designated contact. If the call is made during class time you will be directed to your teacher's voicemail. The teacher will get back to you within 48 hours. To maintain an effective learning environment, teachers and students are not called away from their teaching/learning for phone calls except in the case of an emergency.

Email: Another way you can contact the school is through email. The email address for the staff can be found on the website.

School Newsletters: Newsletters will be sent out electronically on a regular basis. Newsletters will include highlights, upcoming events, student recognition, save the dates and Early Childhood Advisory Council information.

Conferences

Conferences are held two times per year and the dates are noted on the school calendar. This is a wonderful time to connect with your child's teacher and share about social, emotional and academic achievements for your preschooler. During these conferences teachers will share observation notes and samples of your child's work.

Wildcat Preschool uses Teaching Strategies Gold as our formal assessment, as well as success criteria selected through the MN Early Childhood Indicators of Progress. Teachers will continuously monitor and support every child's development.

Custody Determination

In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Schools must have on file a copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.

Behavior Guidance

Most children do very well in the preschool environment. Our licensed teachers understand the developmental level and needs of children and have appropriate expectations for young children. They are attentive to the children and give verbal and often visual cues to teach behavior expectations. Teachers positively reinforce helpful behavior, acknowledge feelings, use tools and strategies to teach self-regulation and provide a framework for problem solving. If behavior escalates, parents will be informed and consulted about the issue, and a behavior plan will be developed.

Special Education Services

Wildcat Preschools works in full partnership with the district's Early Childhood Special Education program. Qualifying children will receive extra support and services to help them succeed at school. If your child's teacher or yourself have any concerns about your child, the ECSE team can be consulted and a plan to support qualifying children will be created.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance.

Screening appointments:

- Last approximately 60 minutes with parent observation during the entire appointment
- Are best when complete at the age of 3–4 years
- Check your child's height, weight, hearing, vision, immunization record, coordination, large muscle and small motor skills, speech, learning development, and social/emotional skills
- Involves playful activities that make it an enjoyable experience for your child, while providing valuable information to ensure development is on track
- Are not tests. Screening simply helps identify any needs that may require additional support before your child enters kindergarten. Studies show that early intervention can make the biggest impact on development.
- Your screener will discuss the results of the screening with you immediately and answer any questions you may have

To schedule an appointment, go to:

[Early Childhood Screening](#) or call (952) 442-0613.

Snack Time

All Wildcat Preschool sessions include snack time as an important learning time of our day. Families take turns providing nutritious snacks for their child's class. Guidelines will be shared with parents by classroom teachers. All food brought into school for children is required to be commercially prepared. All classrooms are peanut free. Individual classrooms may have additional guidelines due to allergies and you will be notified in that case.

Toilet Training

All children are required to be fully toilet trained, unless a special need is involved. If a special need is present, a plan will be created with the parents and may need to include medical information from your child's physician.

Backpacks

Children are requested to bring a school-sized backpack each day. Please make sure to check your child's backpack daily.

Dressing for School

We ask that you dress your child comfortably for play. It is our desire that children participate fully in large muscle opportunities, art, sensory play, science experiences and nature play, which can be messy. Please supply jackets, snow pants, boots, mittens, and hats as needed. You may also want to apply sunscreen and bug repellent to your child before school. Please provide a full change of clothes for your child in case of potty accidents or spills. A gallon ziplock bag works well to store the extra clothes in your child's backpack. Please check and empty the backpack daily.

Field Trips

Field Trips are planned throughout the year based on curriculum. School bus transportation will be used when needed. All field trips will require a completed permission slip and will have opportunities for parent chaperones. Field trips will happen during regular school hours.

Kids' Company

Kids' Company is a program of Waconia Public Schools' Community Education that offers before and after school childcare as well as childcare on most non-school/early release days and during the summer for students in grades PreK-5. For more information, call the Community Education Office at 952-442-0610.

Lost & Found

There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our Lost and Found, and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Unclaimed lost and found items are donated to a local agency on a regular basis

Outdoor Play

We believe children need to connect with nature to support healthy development. Wildcat Discovery Park is designed to be a place where children can connect with trees, shrubs, perennials, vines and edible gardens. This outdoor classroom space will be used often in all seasons.

Students will go outside throughout all the seasons. Inclimate weather exceptions will be made on the following basis:

1. The temperature is at or below -10° degrees inclusive of the wind chill index.
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to students' well-being.
3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being.
4. The Early Childhood Manager will make decisions related to the application of this policy. We make every attempt to get students outside every day.

Medication Policy

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools does not stock any medications for student routine use (including Aspirin, Tylenol, and cough drops) and will not administer any investigational, complementary and/or alternative medicines not approved by the FDA. Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

- Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician.
- Written notification must include: Student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication, and possible side effects.
- Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.
- Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Main Office for the health and safety of your child and other students.
- If parents are unable to bring the medication to school, they should contact the Main Office and alert the staff to the type and amount of medication being sent to school that morning.
- Students will not be allowed to self-medicate or carry medications with them unless an exception and individual health plan is developed by the School Nurse, physician, and parent.

See District 110 website for a Medication Permission Form. Click on the Health Services link.

SCHOOL PROCEDURES

Holidays

We approach holidays with cultural sensitivity. Please be open with concerns you have about what might be included in these days and potential conflict to your personal beliefs. With open communication we have found culturally appropriate ways to celebrate a variety of holidays within our classroom. If you have information about celebrations that you would like to share with the class, please let your child's teacher know to see how we might share those ideas.

Photos & Video

We take many photos in class. A portion of these photos are used as part of our curriculum and classroom management. Other photos are used in promotional literature or on our programs Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, please let a staff member know so that we can offer you an opt out form. In addition, professional photos will be taken of every child in the fall. Purchase of these photos is optional.

The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.

Safety Guidelines/Drills

As part of our ongoing commitment to student safety, we practice fire drills, tornado drills, and lock down drills throughout the year. When we conduct safety drills, visitors, parents/guardians and anyone else in the building are expected to participate. If you are in a building during a drill, follow the instructions of the early childhood or building staff.

Mandated Reporting

Staff are mandated by state law to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting.

DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. [View full policy.](#)

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student’s Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. [View full policy.](#)

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. [View full policy.](#)

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. [View full policy.](#)

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. [View full policy.](#)

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. [View full policy.](#)

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. [View full policy.](#)

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). [View full policy.](#)

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. [View full policy.](#)

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district’s total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. [View full policy.](#)

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. [View full policy.](#)

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students’ rights to free speech in production of official school publications and activities while at the same time balancing the school district’s role in supervising student publications and the operation of public schools. [View full policy.](#)

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. [View full policy.](#)

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. [View full policy.](#)

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. [View full policy.](#)

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district’s licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician’s Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. [View full policy.](#)

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. [View full policy.](#)

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. [View full policy.](#)

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. [View full policy.](#)

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. [View full policy.](#)

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. [View full policy.](#)

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. [View full policy.](#)

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. [View full policy.](#)

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. [View full policy.](#)

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. [View full policy.](#)

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. [View full policy.](#)

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. [View full policy.](#)

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. [View full policy.](#)

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. [View full policy.](#)

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

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DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

[View full policy.](#)

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. [View full policy.](#)

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities through the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. [View full policy.](#)

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. [View full policy.](#)

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. [View full policy.](#)

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. [View full policy.](#)

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. [View full policy.](#)

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. [View full policy.](#)

DISTRICT POLICIES

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Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. [View full policy.](#)

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. [View full policy.](#)

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. [View full policy.](#)

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012–2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013–2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. [View full policy.](#)

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. [View full policy.](#)

Policy 709 – Student Transportation Safety Policy

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. [View full policy.](#)

DISTRICT POLICIES

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Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. [View full policy.](#)

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. [View full policy.](#)

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. [View full policy.](#)



WACONIA
PUBLIC SCHOOLS ISD 110

2024-25 Elementary
Student & Family Handbook

BAYVIEW ELEMENTARY
LAKETOWN ELEMENTARY
SOUTHVIEW ELEMENTARY



Explore Your Passions. Create Your Success.

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WELCOME!

Dear Parents and Students,

Welcome to Waconia Public Elementary Schools. We are pleased that you are a member of our school community. Together, we are able to make ISD 110 a place where you Explore Your Passions and Create Your Success, and where good things happen for children every day. Our goal is to provide inspirational opportunities for social, emotional, physical and academic growth. We want our students to be effective learners and responsible citizens. With your support, we can be a beacon of hope for children and light the way for students to create their own success stories.

As a parent, you are an essential link in your child's education. This handbook will assist you in becoming familiar with the practices in the elementary schools. It is our suggestion that parents and students read the handbook together. We are hopeful that it will serve as a part of our communication network with you along with scheduled conferences, curriculum events, newsletters, progress reports, individual notes and phone calls.

We value your contribution of ideas, time, and effort. They benefit not only your own child, but every student at Waconia Public Schools. If you have a question, comment, concern or compliment about school, please do not hesitate to contact the school principal or your child's teacher. We're always happy to hear from you.

School office hours are from 7:30 a.m. – 3:45 p.m. Another way you can contact the school is through email. The email address is the staff member's first initial followed by the staff member's last name, then @isd110.org. Here is an example: Jane Doe's email is: jdoe@isd110.org Email addresses can also be found on the district website staff directory.

We look forward to each new year as we continue to soar with success. Thank you for entrusting your child to our school district.

Warm regards,
Ann Swanson, Bayview Elementary Principal
Keith Baune, Laketown Elementary Principal
Dr. Khuzana DeVaun, Southview Elementary Principal

#WeAreONE10

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect

We honor and listen to all voices to ensure everyone feels valued.

Collaboration

We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness

We welcome all and seek multiple perspectives to create one connected community.

Empathy

We listen and act with genuine care.

Resilience

We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes

Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience

Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures

Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

School Contacts

Bayview Elementary

24 S. Walnut Street
Main Office: 952-442-0630
Secretary: Ann Bohanon
Receptionist: Jennifer McMerty
isd110.org/bayview
Principal: Ann Swanson
aswanson@isd110.org



Laketown Elementary

960 Airport Road
Main Office: 952-442-0690
Secretary: Genell Siemens
Receptionist: Kim Olson
isd110.org/laketown
Principal: Keith Baune
kbaune@isd110.org



Southview Elementary

225 West 4th Street
Main Office: 952-442-0620
Secretary: Tara Koosmann
Receptionist: Kristen Glander
isd110.org/southview
Principal: Dr. Khuzana DeVaan
kdevaan@isd110.org



District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Ukee Dozier | 952.442.0602 | udozier@isd110.org
Director of Human Resources Enid Schonewise | 952.442.0645 | eschonewise@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Technology Coordinator Aleks Simanovich | 952.442.0606 | asimanovich@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

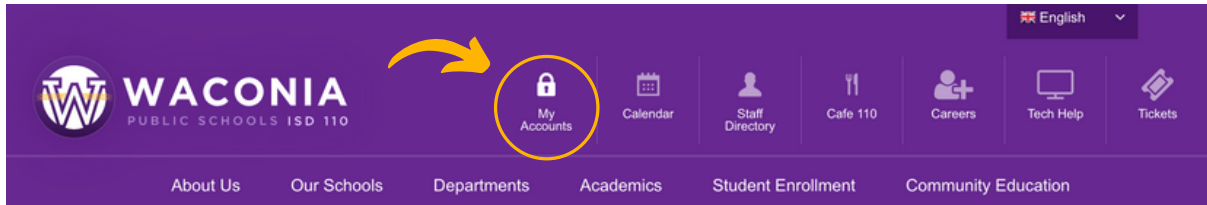
School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoolboardmembers@isd110.org.

ONLINE TOOLS

My Accounts Portal

The “My Accounts” portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



Infinite Campus Family Portal (Grades K–12)



Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

Schoology Learning (Grades 3–12)



Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3–12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2024–25 school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5–12 would use their devices to access learning plans on Schoology. Families with students in grades K–4 would receive learning plans via email from teachers that morning.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE–11, KSTP–5, FOX–9, WCCO–4).

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K–12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at metrowestconference.org.

Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

SCHOOL PROCEDURES

The following school procedures are organized alphabetically and may vary slightly from school to school. Please also refer to the District Policies section, which starts on page 23.

Absences / Attendance

Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. Parents are requested to call the school office by 8:30 a.m. on the day of absence to give the reason for the absence. If there is no call, safety calls are made by office staff to verify your child's location. Attendance will be taken at 8 a.m. Students not in their classroom by 8 a.m. will be marked tardy.

Excused absences include but are not limited to: illness, doctor appointments, death in the family/funeral, family emergencies, and family vacations. Principals will communicate with and notify families if attendance becomes problematic. After 15 consecutive days absent, State Law requires that we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed and dated by the parent or guardian.

Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within five days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the principal or teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Any student leaving the building before dismissal time must be signed out at the office. In no case will a child be released to a person without proper identification.

Addressing Concerns

For concerns that you would like to be addressed. Please follow the following protocol:

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the principal of the building
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the superintendent of the school district
4. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.



SCHOOL PROCEDURES

Allergies

In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur. Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

Alternative Instructional Arrangements

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style. Alternative instructional arrangements are provided in accordance with District 110 Policy.

Animals in the School

To prevent exposure to allergens and to maintain the health and safety of students and staff, animal visits must be approved by the principal and the district health coordinator prior to the visit. Please call prior to the visit.

Arrival Time

School begins at 7:55 a.m. If your child does not ride the bus, please plan for your child's arrival between 7:40–7:50 a.m. Morning recess takes place between 7:40–7:50 a.m. Students report to classrooms by 7:55 a.m.

Assessments

District 110 elementary schools use a variety of assessments to measure student performance and growth. Results of these measures provide teachers with the information needed to develop appropriate lessons and improve instruction for all students. These assessments are generally administered three times per year (fall, winter, and spring) and assess the areas of reading, mathematics, and social development.

What if I choose to not have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state–required standardized assessments. Minnesota Statutes require schools to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate.

Band

Fifth graders have the opportunity to participate in the Fifth Grade Band Program. Students receive regular instructional lessons and have the opportunity to perform several times during the school year.



SCHOOL PROCEDURES

Bike Safety

Your child is welcome to ride his or her bike to school. Please talk to your child about bike safety. Ask your child to walk the bike across the street to school, in the school parking lot, on the sidewalk, and wherever pedestrian traffic is busy. Remind your child to watch for traffic at all times. We strongly encourage you to have your child wear a bicycle helmet and bring a bicycle lock. A bike rack is provided. The school is not responsible for loss or damage. Skateboards, inline skates and roller shoes may not be used on school property.

Birthdays

Birthday Invitations

All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

Birthday Treats & Celebration

We love celebrating birthdays at the elementary buildings. We will celebrate our students' special day in a variety of ways, including saying birthday names on Morning Announcements, an office visit to pick up a small token, and grade level traditions.

ISD 110 Wellness Policy has been updated and new wellness guidelines have board approval. Since many children have a variety of food restrictions and due to safety and wellness we are now only accepting non-food items for the class birthday treats only. Some suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

Bus Conduct

Please remind your children that you expect them to follow bus rules and to be well-behaved and obedient to the driver. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked. Elementary students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be disciplined.

Possible Consequences for Misconduct on the Bus

This process will be followed if a student is referred for misbehavior on the bus:

- First Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents.
- Second Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 3-5 day bus suspension.
- Third Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 3-5 day bus suspension.
- Fourth Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 5-10 day bus suspension.
- Fifth Bus Report: loss of ridership remainder of school year.

Severe Clause

Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.

SCHOOL PROCEDURES

Cell Phones / Electronic Devices

While responsible use of cell phones is permitted during non-school hours, all cell phones and watches capable of sending or receiving messages must be powered off and secured from 7:40 a.m. to 2:30 p.m. unless otherwise directed by a school staff member. Cell phones or other electronic communication devices with telephone or picture taking options are not allowed to be visible in lavatories or on school buses. If a student is found to be using his/her electronic devices inappropriately, the student may have their electronic devices confiscated until the parent or guardian is able to retrieve the item. Furthermore, students are expected to follow School Board Policy 524 regarding Internet Acceptable Use and Safety. Violations of this policy are subject to disciplinary action.

Classroom Assignment

District 110 elementary schools have established an effective and equitable classroom assignment process. Parents have an opportunity to participate by completing a Parent Input Form available in spring. Please do not request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline. Classroom assignments are based on many educational considerations, parent, and teacher input. The principal has the final authority on all placements.

Code of Conduct

District 110 is committed to providing a quality education for all students. The staff is committed to providing an atmosphere conducive to learning. School wide expectations for behavior have been developed to enable teachers to teach and students to learn.

All staff members are working together to provide clear and consistent expectations for students. The teachers are explicitly teaching the expectations for appropriate behavior in the hallway, restroom, lunchroom, playground, classroom and common building areas.

All buildings and staff will adhere to the procedures outlined in [School Board Policy 506](#) regarding discipline.



SCHOOL PROCEDURES

Communication

Maintaining a connection between home and school is a top priority. In order to stay current and updated on all school information, please visit our website at www.isd110.org. Information will be updated and added to the website on a regular basis, so please visit it often. Teachers use Schoology/Seesaw to communicate information. Students will also bring home a RED folder containing information. It's important that parents take a moment to read through and clear out this folder each day.

Phone Calls: If you need to contact your child's teacher, call the school office and you will be directed to your teacher's voicemail. The teacher will get back to you within 48 hours. To maintain an effective learning environment, teachers and students are not called away from their teaching/learning for phone calls except in the case of an emergency.

Email: Another way you can contact the school is through email. The email address for the staff can be found on the website.

School Newsletters: Newsletters will be sent out electronically on a regular basis. Newsletters will include highlights, upcoming events, student recognition, save the dates and PTO information.

Curriculum

All students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, and Science. In addition, specialists in the following areas provide regular instruction: Physical Education, Art, Music, and Library & Media Technology Skills.

Parental Curriculum Review

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.

Process for Addressing a Concern:

1. In a timely manner, contact the classroom teacher to review the course or unit outcomes and accompanying instructional resources. Discuss areas of concern to seek clarification.
2. If concerns persist, contact the building principal. If necessary, the classroom teacher and building principal may work together to make reasonable arrangements for alternative instruction.
3. If the concern is not addressed to your satisfaction, contact the Director of Educational Services to discuss a citizen's request for reconsideration of materials.
4. If the concern is still not addressed to your satisfaction, contact the Superintendent.

Custody Determination

In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Schools must have on file a copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.

Discipline / Behavior

The home and school have a joint responsibility to instill acceptable self-discipline within each student. The school guidelines are kept to a minimum and special sessions will be held with the students for clarification and emphasis. The school's behavior expectations plan can be found on the website and is in accordance with District Policy.

Dismissal / Early Pick-Up

Regular dismissal is at 2:30 p.m. If you are picking up your child during school hours, you must notify the office so we can note that your child is leaving. The office will call the classroom to release your child when you arrive to pick up. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time. If you plan to pick-up your child at the end of the day instead of having them ride the bus, please notify the office no later than 1:00 p.m.

Donations

For the 2024-25 school year, the District's three elementary schools are moving away from a mandatory student activity fee and instead asking families for donations that will be used to fund things such as parties, classroom t-shirts, reward day, pictures, red folders, and planners. Families looking to donate can do so online when filling out their back-to-school forms, or by stopping at the PTO table at Open House with cash or check.

Any donations to the school must receive the pre-approval of the school principal. A receipt of the donation will be provided when requested. All commercial donations, which may also include commercial advertising, must be approved by the building leadership team. When necessary, school board approval may be required. The acceptance of donations will be the weight of the educational impact versus the other related variables. Donations must be made in accordance with District Policy.

Dress Code

We are fortunate to have a wonderful student body and a supportive community. Appropriate student dress is essential to a positive educational environment, and we ask for your support in enforcing our school dress code, which can be found in [School Board Policy 504](#). Gym shoes are required for Physical Education classes (shoes may be kept at school if necessary). Students must wear appropriate outerwear according to weather seasons. Please label your child's clothing in order that we are able to return lost items.

Drop-Off / Pick-Up Location

For the safety of our students, parents/guardians must drop off/pick up students in school designated areas only. If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas and sign your child in. Any vehicles left unattended in the fire lane (yellow curb along sidewalk) are subject to being ticketed.

Emergency Contact Information

To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up-to-date emergency phone numbers and medical information. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at the parent's expense.

Emergency Preparedness

We place the safety of students as a top priority. State law mandates that each school building conduct five fire drills, five lockdown drills, and one severe weather drill. We view these drills as proactive measures to teach students the proper methods of evacuating the school premises and procedures for safe sheltering inside the school building.

Emergency School Closings

Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger (voice call, text and email) and posted on the school website as well as various local television stations. Parents are responsible for updating their contact information in the Infinite Campus Parent Portal. Parents are also required to complete the Emergency Dismissal Form each year. This form provides valuable information for the homeroom teacher and school office in the case of an emergency dismissal due to weather, power, or other building emergency. A parent/guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year. See page 7 in this handbook for more information.

Family Life Education

Family Life is included as part of the district health curriculum in grades five through ten. The fifth grade curriculum goals are directed toward greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to his/her classroom teacher.

Field Trips

Parents/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. If parents/guardians have any questions about the experience, they should contact the classroom teacher.

Parent chaperones are determined by the homeroom teacher. Parents are not to attend field trip activities unless they are an assigned chaperone for the activity. Non-classroom students are not to attend school-sponsored activities. Parent chaperones will be asked to supply information for a background check to be completed prior to the field trip.

An instructional field trip is considered to be an enhanced learning experience and has connections to curriculum units. There are also supplemental field trips that are more focused on recreation and community building. Parents may be asked to pay for supplemental field trips, however scholarships will be available. No student will be denied the opportunity to attend a field trip based on a financial hardship.

SCHOOL PROCEDURES

Food Service / Cafe #110 Nutritional Services

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Cafe #110 is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at cafe110.org.

Free Meals

Every student is eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals.

Parents/guardians are invited to join us for lunch, but must call ahead for reservations by 9:00 am on the day they wish to eat with their child. Guest lunches will be deducted from the student lunch account. Lunch guests must sign in at the office and will be directed where to wait. Guests are not to go to the classroom unless prior approval has been arranged.

Fundraisers

Fundraising encompasses activities which are designed to raise funds to provide services for the students or boost specific programs needing financial help. Groups or organizations raising funds must meet one of the following criteria: 1) involves a student group or organization, 2) involves a community group and is characterized by one of the following: (a) takes place during school time; (b) utilizes school facilities or equipment; or (c) involves school personnel. All fundraising groups or organizations must receive school administration approval prior to conducting any activity.

Health Screening

Vision and Hearing screenings can be conducted at any time by a special request or referral from teachers or parents. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance is needed or resource information is requested, please contact the District School Nurse at 952-442-0625.



Homework

Students may be required to complete school work at home. The appropriateness of homework will be left to the discretion of the classroom teacher. The homework will relate to the instructional objectives.

Homework may be assigned to:

- promote and practice self-discipline, independence and responsibility.
- provide reinforcement of a particular skill.
- preserve classroom time for activities that necessitate the direct involvement of the teacher.
- continue work which was to be done in school, but was not completed within the prescribed time frame.
- expand the curriculum by permitting students to learn in “real” situations, at home and in the community.

Homework during an absence: When your child has an extended illness and you want to pick up homework or have it sent home with another student, please notify the teacher. This allows time for the teacher to prepare the assignments. The homework can be picked up in the office after school.

Generally, homework for a family vacation is made up following the child’s return to school. We STRONGLY encourage family vacations to occur during regular scheduled school vacation days.

Immunizations

The Minnesota school immunization law requires that children entering elementary school be completely immunized before entering school and submit a statement indicating that the following was administered:

- Date and year of five doses of vaccine for diphtheria, tetanus, and pertussis (DTP)
- Date and year of four doses of vaccine for poliomyelitis
- Date and year of three doses of vaccine for Hepatitis B (Kindergarten and 1st requirement only)
- Date and year of two doses of mumps, measles, and rubella (MMR) given after fifteen months of age
- Date and year of varicella vaccine or year of varicella chicken pox

Immunization procedures are in accordance with District Policy #530. Students who have not met immunization requirements will be excluded from attending school.

Students can be exempt for medical reasons with a physician’s signature or as a conscientious objector with a letter that has been notarized.

The Minnesota Immunization Information Connection (MIIC) is a confidential, computerized network of shared immunization records. It provides clinics, schools, and parents with accurate, complete, and up-to-date immunization records. The MIIC replaces the Immulink registry where student records were located in the past. The only persons who view your family’s immunization records either administer the immunizations or are required by law to record immunizations for doctors, local health departments, schools, daycares and health insurance companies. The Minnesota Immunization Data Sharing Law, S11.3351, protects this. You can choose to be a part of MIIC by completing and signing a form at the time of your child’s immunizations.

Injury or Illness

Health Office staff is available during the school hours for emergency first aid and assistance to students who are injured or ill. In case of an injury/illness, the school will contact the parent/guardian first if deemed necessary. The parent, if requested, will pick up the child or make arrangements for someone else to do so as soon as possible. If unable to reach the parent/guardian, the person identified as an emergency contact in Infinite Campus Parent Portal will be notified. We ask parents to make sure the emergency contact person has agreed to assume this responsibility, is available and has transportation. Students will be excluded from school when they exhibit any of the following symptoms:

- Oral temperature over 100 degrees
- Undiagnosed rash
- Vomiting
- Breathing difficulties
- Diarrhea

All students are required to participate in Physical Education. Following an injury or illness, a physician's order is required for any student to be excused from Physical Education class for more than three days.

Kids' Company

Kids' Company is a program of Waconia Public Schools' Community Education that offers before and after school childcare as well as childcare on most non-school/early release days and during the summer for students in grades K-5. For more information, call the Community Education Office at 952-442-0610.

Lost & Damaged Materials

The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.

Lost & Found

There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our Lost and Found, and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Unclaimed lost and found items are donated to a local agency on a regular basis as communicated by the school.

Medication Policy

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools does not stock any medications for student routine use (including Aspirin, Tylenol, and cough drops) and will not administer any investigational, complementary and/or alternative medicines not approved by the FDA. Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

- Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician.
- Written notification must include: Student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication, and possible side effects.
- Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.
- Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Health Office for the health and safety of your child and other students.
- If parents are unable to bring the medication to school, they should contact the Health Office and alert the staff to the type and amount of medication being sent to school that morning.
- Students will not be allowed to self-medicate or carry medications with them unless an exception and individual health plan is developed by the School Nurse, physician, and parent.

See District 110 website for a Medication Permission Form. Click on the Health Services link.

Multilingual Learners (ML) Program

The mission of the ML program is to ensure equity and access to a high-quality education for multilingual learners to reach their greatest potential. ML teachers will develop, implement, and evaluate research-based language instruction education programs for multilingual learners to attain English proficiency based on the WIDA English Language Development (ELD) standards and achieve state academic content standards.

Parent Teacher Conferences

Parent-Teacher Conferences are one of the most important channels of communication between school and home. Conferences are held twice a year and are held in person. If you are unable to attend in person, contact your child's teacher for available options. You will sign up for a time with your child's teacher through an online scheduler called PICK-A-TIME. Watch for more information about how to sign up in the school newsletter.

Tips for a successful conference: Arrive to the meeting on time; Make a list before you come of items you want to discuss, or questions you'd like answered; Ask for clarification of any information the teacher gives that you don't understand; Follow-up with the teacher in the weeks to come

Parent Teacher Organization (PTO)

A Parent Teacher Organization is designed to enhance the home-school relationship. All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.

Parties and Special Activities

Special parties or classroom activities not directly related to the curriculum may occasionally be scheduled by the classroom teacher during the school year (i.e. fall and/or winter). A parent/guardian may opt for a student not to participate in the event, at which time the teacher will plan an alternative activity for the student. Due to allergies and District Wellness Policy classroom teachers and staff will be responsible for the organization/ordering of special party treats. We will not ask parents to bring in items for the entire class.

Personal Belongings

Unless a teacher requests them specifically, students are discouraged from bringing toys, sports equipment or other expensive items to school. School staff are not responsible for non-requested items.

Pledge of Allegiance

Students are given the opportunity to recite the pledge of allegiance on a daily basis via the morning announcements or as part of the individual classroom morning meetings.

Recess

Students will go outside for recess before school (7:40–7:50 a.m.) and before or after their lunch times unless any of the following weather-related conditions exist:

1. The temperature is at or below -10° degrees inclusive of the wind chill index.
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to students' well-being.
3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being.
4. The principal or their designee will make decisions related to the application of this policy. We make every attempt to get students outside every day.

Records (Student)

Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non-custodial parents do have the right to education information including, but not limited to, records and report cards. Please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal. Parents will be supplied with online instructions in the yearly Open House electronic mailing.

Registration (Student)

New students enrolling in school are to complete the Online Registration on the District Website. Contact the School Administrative Assistant for additional enrollment forms. All immunizations must be current. An official county birth certificate is required. Proof of residence is required: a copy of a utility bill, driver's license, rental/purchase agreement with current district address listed are all acceptable forms of proof of residence. To enter Kindergarten, a child must be 5 years old before September 1st of the school year. If you have any questions regarding enrollment, please contact the school.

Report Cards

Report Cards are issued three times a year. They will be available for review and printing via Infinite Campus parent portal. If you wish to receive a hard copy, you must notify the school office. The report card reflects the student's performance in terms of maturity and ability. The students are graded in academic areas as well as in the areas of study habits and social growth. A non-custodial parent may receive a progress report.

Safety Patrol

The school's Safety Patrol is on duty before and after school each day. The patrol's main duty is to help students cross the streets safely, board buses, monitor hallways and protect students from accidents. Adult supervision is provided at each crossing site.

Special Education Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and vocational subjects. Support with emotional, behavioral, and handicapped programs are also provided.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the Child Study Team. The Child Study Team consists of the teacher, special education teachers, school psychologist, school nurse, special education director, social worker, autism specialist, occupational therapist, and principal.

The Child Study Team will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Parents/guardians, teachers, counselors, etc. on behalf of a student may make requests for special education services.

Student Surveys

Under the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, Waconia Public Schools is required to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation.

Title IX

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

Title IX Coordinator: Director of Human Resources Enid Schonewise | (952) 442-0645 | eschonewise@isd110.org

SCHOOL PROCEDURES

Transportation

Bicycles: Students may ride bicycles to and from school. Upon arrival at school, the students must park their bikes in the appropriate bike rack on the outside of the school. The school is not responsible for bikes brought to school. We strongly recommend that students wear helmets and lock their bikes.

Busing: The school district contracts with independent owners for transporting students to and from school. If a student has a need to be transported to a location other than their home on a regular basis, the parent/guardian must contact the bus contractor and fill out the appropriate form.

Parent/Guardian Transportation: Parents/guardians may drop-off and pick-up students. Students will be dismissed from their school's determined location and parents must enter the building and sign-out their children. Students will not be released until a parent/guardian or an adult with written parental permission meets the child in their school's determined pick-up location.

Walking: Students who walk to school are reminded to follow the pedestrian safety rules. The rules include:

1. Cross the streets only at crosswalks
2. Walk on street sidewalks when available
3. Walk along the edge of the street facing traffic when sidewalks are not available

A student buddy system which has students living in the same neighborhood walking together to school, especially pairing younger students with older students, should be used when possible.

Tutoring Services

School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by school district policy #427. Parents requesting tutorial services are asked to contact the building administrator for assistance.

Videotaping and Filming

The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs (i.e. class plays, musical performances, athletic events, etc.) is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.

Volunteering

Parents have the opportunity to volunteer their service to the school. The purpose of parent volunteering is to provide “extra classroom hands” and to increase parent involvement in their child’s education. Each grade level establishes parent volunteer opportunities consistent with age/student grade. Prior arrangements should be made with the classroom teacher. We ask parents not to bring younger siblings into your school-age child’s classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity. Always check in at the school office to obtain a visitor’s badge before going to your child’s classroom. Confidentiality is a must when volunteering in our classrooms and schools.

Weapons

It is the policy of Waconia Public Schools to maintain a positive, safe learning and working environment and school zone. All weapons or instruments, which have the appearance of a weapon, are prohibited within all school environments and school zones except for educational purposes as authorized by the building principal or designee. This prohibition applies to all school buildings and grounds, leased or owned, within all school owned, leased or contracted vehicles, and at other buildings or premises where District 110 students are present. The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.

Please refer to [School Board Policy 501](#) for further information.

Yearbooks

Each spring students are given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.



DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. [View full policy.](#)

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student’s Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. [View full policy.](#)

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. [View full policy.](#)

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. [View full policy.](#)

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. [View full policy.](#)

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. [View full policy.](#)

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. [View full policy.](#)

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). [View full policy.](#)

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. [View full policy.](#)

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district’s total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. [View full policy.](#)

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. [View full policy.](#)

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students’ rights to free speech in production of official school publications and activities while at the same time balancing the school district’s role in supervising student publications and the operation of public schools. [View full policy.](#)

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. [View full policy.](#)

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. [View full policy.](#)

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. [View full policy.](#)

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district’s licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician’s Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. [View full policy.](#)

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. [View full policy.](#)

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. [View full policy.](#)

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. [View full policy.](#)

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. [View full policy.](#)

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. [View full policy.](#)

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. [View full policy.](#)

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. [View full policy.](#)

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. [View full policy.](#)

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. [View full policy.](#)

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. [View full policy.](#)

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. [View full policy.](#)

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. [View full policy.](#)

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. [View full policy.](#)

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. [View full policy.](#)

DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

[View full policy.](#)

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. [View full policy.](#)

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities though the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. [View full policy.](#)



DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. [View full policy.](#)

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. [View full policy.](#)

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. [View full policy.](#)

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. [View full policy.](#)

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. [View full policy.](#)

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Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. [View full policy.](#)

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. [View full policy.](#)

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. [View full policy.](#)

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012–2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013–2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. [View full policy.](#)

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. [View full policy.](#)

Policy 709 – Student Transportation Safety Policy

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. [View full policy.](#)

DISTRICT POLICIES

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Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. [View full policy.](#)

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. [View full policy.](#)

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. [View full policy.](#)



WACONIA
PUBLIC SCHOOLS ISD 110

2024-25
Waconia Middle School
Student & Family Handbook



Explore Your Passions. Create Your Success.

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WELCOME!

Dear Parents and Students,

Waconia Middle School is committed to a high quality, inclusive educational environment where learning is our core priority.

As the building principal, I have great personal pride to have the opportunity to lead our amazing students, collaborate with our talented staff, and build strong relationships with our caring community. Waconia Middle School is a great place to learn and grow.

Students in Grades 6–8 will experience many opportunities for creative and unique learning experiences, learn in a safe and caring environment, collaborate with talented and dedicated staff, experience high levels of rigor and achievement, and build many lifelong memories and positive relationships.

Waconia Middle School’s student enrollment continues to grow annually and currently varies between 915–950 students. We often experience the most growth in 6th grade with many new students joining the school district at the start of middle school. With three ISD 110 elementary schools combining in 6th grade, it is an opportune time to become a Wildcat!

Please come by the school office or contact me directly with any questions or concerns. Thank you again for the continued opportunity to work with your children.

Shane Clausen
Waconia Middle School Principal

HELPFUL LINKS

[2024–25 ISD 110 Academic Calendar](#)

[2024–25 WMS Calendar](#)

[2024–25 WMS Schedules](#)

[ISD 110 Directory](#)

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect

We honor and listen to all voices to ensure everyone feels valued.

Collaboration

We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness

We welcome all and seek multiple perspectives to create one connected community.

Empathy

We listen and act with genuine care.

Resilience

We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes

Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience

Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures

Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

School Administration

Principal

Shane Clausen
sclausen@isd110.org



Interim Assistant Principal

Marnie Pauly
mpauly@isd110.org



Dean of Students

Jamie Hise
jhise@isd110.org



Main Office: 952-442-0650
WMS Attendance Line: 952-442-0660
Fax: 952-442-0659

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Ukee Dozier | 952.442.0602 | udozier@isd110.org
Director of Human Resources Enid Schonewise | 952.442.0645 | eschonewise@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Technology Coordinator Aleks Simanovich | 952.442.0606 | asimanovich@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

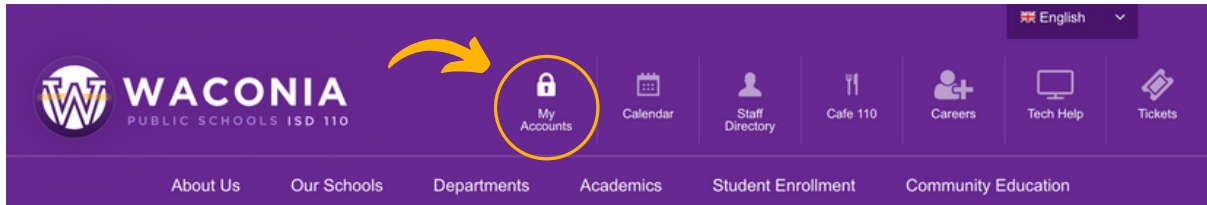
School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoolboardmembers@isd110.org.

ONLINE TOOLS

My Accounts Portal

The “My Accounts” portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



Infinite Campus Family Portal (Grades K-12)



Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

Schoology Learning (Grades 3-12)



Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3-12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5–12 would use their devices to access learning plans on Schoology. Families with students in grades K–4 would receive learning plans via email from teachers that morning.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE-11, KSTP-5, FOX-9, WCCO-4).

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K–12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at metrowestconference.org.

Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

Core Values

RESPECT

- We create safe environments by treating all persons with dignity, equity, and compassion.
- We know all property, private and public, is an extension of its owner and is likewise to be treated with thoughtfulness and care.
- We treat others the way we would want to be treated.

RESPONSIBILITY

- We value motivation, hard work, self-direction, and success.
- We know time is our most perishable resource and should not be wasted but rather invested.
- We recognize school should be fun and that having fun while learning is our collective goal.

INTEGRITY

- We value honesty and employ it in all endeavors.
- We recognize fair does not always mean equal. Treating unequal people equally is not fair.
- We make ethical choices and actions that are representative of our families and our community.

KINDNESS

- We value teamwork, cooperation, courtesy, positivity, and inclusion.
- We are each capable of more than we expect, and we are even more capable when we work together.
- We intentionally make choices and take actions to make someone's day better and brighter.

Operating according to our core values is always defensible. Operating contrary to our core values will hurt individuals and our school community. If students are behaving in ways that are contrary to our core values, expect to be corrected.

Administrative Discretionary Action Disclaimer

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, therefore, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

Parental Curriculum Review

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.

Privacy and Access to School Records

The school has on file your grades, attendance, standardized test scores, etc., since you began school. If you have attended several different schools, these records have followed you to this school and are on file here. You and/or your parent/guardian may see the contents of these records by making an appointment with the principal or counselor. You may have copies made of anything in the school record, at a cost to you of ten cents per sheet, but you are not permitted to take the original record out of the office. You and/or your parent/guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you and/or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately, to the school board. Your records, or any part thereof (except directory information), cannot be transferred in writing or orally to any other place without the written consent of you and/or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and/or your parent/guardian:

1. Send a transcript of your school record to a college, vocational school, or university;
2. Give information from your record to a prospective employer (except directory information).

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office, requesting the transfer of such records. Students who are eighteen years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

School Publications & News Media

Student pictures and identifying names will be printed in the school yearbook and given to the local news media on those occasions that warrant it. However, any student, or the student's parent/guardian, if the student is under the age of eighteen, may request that his/her picture and name not be published in the media or in the school yearbook. To make this request, please complete the form on the family portal of Infinite Campus. This does not cover pictures taken by the news media unless we specifically have signed statements to the contrary.

Student & Parent Communication During School Day

A phone for student use is available in the main office. Telephone use should be limited to emergencies only. Students should not leave a message for a return call except from the office with adult permission. Students will not be called out of class for non-emergency messages. If it is essential for a student to get a message from home, it will be delivered during lunch, between classes, or after school. Students are not allowed to use their cell phones or smart watches to communicate during the school day without the staff's permission. Parents should not expect students to receive or respond to text messages or personal calls during the school day. Parents should also help conserve secretarial time by communicating messages with their student(s) outside of school time whenever possible.

Process for Addressing Concerns

Please follow the following protocol to address concerns:

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the building principal.
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the superintendent of the school district
4. Finally, if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Title IX Information

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

ISD 110 Title IX Coordinator
Enid Schoenwise, Director of Human Resources
Waconia Public Schools
512 Industrial Boulevard
Waconia, MN 55387
Telephone: (952) 442-0645
Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the [Assistant Secretary for Civil Rights of the United States Department of Education](#)

Athletics and Activities

Sports and Fine Arts activities are organized through the District 110 Athletic and Activities Office. Most sports activities at the sixth-grade level are largely intramural and sponsored by District 110 Community Education. Student participation in athletics and activities programs of the school is governed by a student eligibility policy. Generally, students must be achieving success in their regular school program academics to remain eligible for extracurricular involvement. A copy of the eligibility policy will be distributed at each sport and activity interest meeting. Participants in any interscholastic activities program must turn in a sport-qualifying physical examination form and register online at www.waconiawildcatactivities.com

Seventh and eighth grade students are eligible to try out for high school teams in the following sports: boys and girls cross country, boys and girls swimming & diving, wrestling, dance, gymnastics, and girls lacrosse. Eighth graders are also eligible to try out for girls hockey.

Special Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and transition subjects. Support with emotional, behavioral, social, and other disability services are also provided.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the SAT (Student Assistance Team). The SAT will consist of counselors, school psychologist, school nurse, building administration, social worker, and regular and special education teachers. The SAT will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Requests for special education evaluations and potential services may be made by parents/guardians, teachers, counselors, etc., on behalf of a student. Please contact a teacher, counselor, principal, or the Director of Secondary Student Support Services (Paul Tordoff) if you believe special education evaluation is needed.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individuals or small groups in a resource room, or a combination of both.

If your child receives or will be evaluated for special education services, Waconia Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) in order to determine if your child is on Medical Assistance or MinnesotaCare. If you do not wish to share your child's name and date of birth with the DHS, you must inform Waconia Public Schools in writing no later than October 1.

Send your request to:
Sara Eischens, Health Services Manager
seischens@isd110.org
952-442-0625
512 Industrial Blvd. Waconia, MN 55387

Student Fee Regulations

The Minnesota Legislature enacted the "Minnesota Public School Fee Law," which went into effect on July 21, 1975. In accordance with the law and school board policy, the following guidelines are set up for fees in Waconia Middle School.

Permitted Fees:

A school board may charge fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the property of the pupil.
2. Admission fees or charges for extra-curricular activities, where attendance is optional.
3. A security deposit for the return of materials, supplies, or equipment. A student may be charged a security deposit for items such as locks, keys, tools, and science, athletic, or audio-visual equipment.
4. Personal physical education and athletic equipment and apparel, although any pupil may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the school board.
5. Items of personal use or products that a student may purchase at his/her own option, such as student publications, class rings, yearbooks, and graduation announcements.
6. Field trips considered supplementary to a district's educational program.
7. Any authorized voluntary student health and accident benefit plan.
8. For the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each school-owned instrument.
9. Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks.
10. Fees may be charged for lost books and/or intentionally damaged books and/or supplies and equipment.
11. Fees specifically permitted by any other statute.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 – 120.76.

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

Lost and Found

Each year, hundreds of articles of clothing and miscellaneous items are left unclaimed at school. Please label coats, jackets, mittens, caps, boots, etc. Lost and found items are kept in the physical education locker rooms and the cafeteria. Students may identify and reclaim items from those locations. If items remain in the lost and found without being claimed, they will be donated to charity during winter break and summer break.

School Communications

Report Cards

Report cards are generated electronically a week after the end of each trimester-length grading period. Report cards include grades, comments, attendance information, and teacher names. Report Cards will be found online through the parent portal. We will be happy to mail a paper copy of the report card to parents/guardians upon request.

Parent Conferences

Each year, multiple evenings are designated for parent/teacher conferences. Please see the student calendar for specific dates. In addition, the faculty and the administration of Waconia Middle School are ready to conference with parents at any time a concern is identified.

School Mailings

We are in the process of eliminating as many school mailings as possible and relying on the Parent Portal, Schoology, WMS Website, and email messages. Families can expect to receive an electronic weekly newsletter with information about school-wide events and highlights.



Food Service / Cafe #110 Nutritional Services

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Cafe #110 is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at cafe110.org. Most often there are a minimum of three lunch choices each day. A peanut/tree nut-free table is available for daily student use in the lunchroom

Free Meals

Every student is eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals, a la carte items and extra meals and portions.

Snacks / Celebration Treats

To keep a clean school environment, candy, snacks, pop, energy drinks, coffee drinks, or other treats should not be consumed in the halls or locker area commons. With the exception of water in resealable containers, food and drinks other than water should only be consumed in the lunchroom. Gum is at the discretion of classroom teachers. Improper disposal of gum will result in a loss of gum privileges.

Do not send cupcakes, birthday cakes, or other celebration-type food to school with your child. Students will not be allowed to distribute these food items during the school day. Students and parents are prohibited from ordering food and drinks and having them delivered by a company during the school day.

Picking Students Up After School

If you are picking up students after school, park in the main parking or line up in a single file line in the pick-up/drop-off lane. We cannot allow our driveway to become blocked to emergency vehicles. Idling in a double row and idling in the parking lot aiseways must be avoided. Childcare services before and after those hours may be provided by Community Education's Kids Company Program. Contact CE at 952-442-0610 to make arrangements.

Daily Schedules

The school does not provide student supervision before 8:05 AM or after 3:20 PM. Students should not be on-site unless students are present as part of an organized school activity or have a prearranged plan to work with a teacher. [Click here](#) to review all WMS schedules.

Testing & Standardized Assessment

District 110 uses a variety of standardized assessment tests to help evaluate student performance. Results of these tests provide data to schools, teachers, students, and parents that show areas of strength and areas requiring improvement.

How important are these tests? For students in grades K–8, these tests assess student achievement with regard to the Minnesota Academic Standards. They also measure academic growth from year to year.

[Click this link](#) for specific testing dates.

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student(s) participate in state–required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student’s site by January 15 to best support district planning. Your student’s district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form Spanish](#)

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti–social, self–incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt–out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

SCHOOL PROCEDURES

ACADEMICS

Grading

Rationale/Philosophy

Our goal is to provide students and parents with an accurate measurement of student achievement. Waconia Middle School recognizes that grading, practice work, make-up opportunities, report cards, and reporting practices, in general, should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Through this, we hope to provide students with opportunities for self-evaluation and growth as a means to create lifelong learners. Students will receive an academic grade each trimester for core and encore classes. Support and enrichment type classes may be graded as pass/fail based on participation. Academic grades will measure the level of content mastery.

Academic Grades

In order to balance formative and summative evidence, grades will be calculated based on two categories: Summative Assessments ($\geq 60\%$) and Formative Assessments ($\leq 40\%$). These will be the categories in Infinite Campus. This balance reflects our school’s emphasis on assigning trimester grades on a majority of summative evidence so that grades are more indicative of content knowledge, rather than the learning process. All classes at Waconia Middle School will weigh the scores collected in the grade book according to the Waconia Middle School Guidelines for Weighting Academic Grades (see chart below). Grade-level content teams will communicate the agreed-upon grading parameters for their classes.

Waconia Middle School Guidelines for Weighting Academic Grades	
<u>Summative ($\geq 60\%$)</u>	<u>Formative ($\leq 40\%$)</u>
<p>The focus on these items will be an assessment of content knowledge aligned to standards. A minimum of 4 summative items will be recorded in the grade book each trimester. Students will be able to complete retakes for priority standards. Retakes for non-priority standards will be offered at the teacher’s discretion.</p> <ul style="list-style-type: none"> ● Unit Assessments, including Mid-Unit Assessments (quizzes/tests) for long units ● Major Performance Tasks, including products, performances, and projects (i.e. essays, artwork, visual representations, models, multimedia, oral presentations, lab reports, live or recorded performances) 	<p>The focus of these items will provide practice for learning. Note that not all practice will be scored or reported. Retakes or the ability to redo these items may be offered at the teacher’s discretion.</p> <ul style="list-style-type: none"> ● Independent practice on daily work (daily assignments and practice), including online programs that are student-driven and managed ● Collaborative group tasks that receive a shared grade ● Brief progress checks are used to inform instruction (i.e. short quizzes, reviews, warm-ups, cool-downs)

Grading

Grade point averages (GPAs) are computed electronically. The numerical point equivalents for marks are as follows:

A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67

P (Pass) No numerical computation.

NG (No Grade) No numerical computation.

I Incomplete. A plan must be worked out with the teacher to complete the coursework.

F Fail. Does affect numerical computation

Grade Level Promotion

Student promotion to the next grade level is based upon the combination of school staff and family recommendations at the end of each school year. Students failing multiple classes during the school year may be recommended to repeat the school year or complete specific courses during summer school.

In order to assure promotion to the next successive grade level, a student is expected to pass all assigned classes. Passing grades of D- and above earn completion credit whereas failing grades of F or Incomplete do not. Students are advised to assure promotion to the next grade level by passing all assigned classes.



Student Recognition

Honor Rolls

At the end of each grading period, students are recognized for their efforts in the classroom.

Honor rolls for all Waconia Middle School students, grades 6–8, will be based upon a 4.00 GPA (grade point average). All student marks will be included in the grade point average. "Incomplete" marks seriously reduce the GPA and may prevent trimester honor roll recognition.

Honor rolls will be published each trimester, with the names of those students earning a 3.000 or higher GPA for that grading period (Honor II) and the names of those students earning a 3.665 or higher GPA for that grading period (Honor I).

In addition, a male and female 8th grade graduate with the highest combination of GPA and standardized test achievement in their class over all their years at WMS will be recognized with the Principal's Academic Achievement Award at the 8th–grade farewell celebration. Additional academic achievement awards may also be presented based on administrative discretion.

Wildcat Way Tickets

As part of Waconia Middle School's PBIS (Positive Behavior Interventions and Supports) implementation, students can be recognized using a positive ticket system in real time by staff for demonstrating the building's core values or Kindness, Respect, Responsibility and Integrity. Tickets are turned into the front office and further recognition comes from drawings that occur every other week.

Character Counts

Waconia Middle School's student character recognition program for all WMS students includes monthly recognition for students displaying remarkable character.

Character actions recognized for nomination by WMS staff members include incidents of going above and beyond the daily expectation or consistently demonstrating actions aligned to Waconia Middle School's Core Values of RESPECT, RESPONSIBILITY, INTEGRITY, and KINDNESS.

In addition, a male and female 8th–grade graduate will be recognized for the Waconia Middle School Character Award for continual, positive contributions to the culture at WMS at the 8th–grade farewell celebration.

Student Behavior Management

Our purpose in student behavior management is twofold: first, to maintain a safe and productive learning environment for all students, faculty, and staff that adheres to our WMS Core Values; second, to encourage student self-management as a life skill. Therefore, our discipline practices are intended to be instructive and protective rather than punitive.

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of school expectations.

Corrective measures will be applied based on the level of severity of the student's behavior infraction and will take into consideration the number of times the student has been reported violating a behavior expectation. When students are sent to the administration for level 2 and 3 behaviors, families will be contacted to be informed of the incident(s) and partner on solutions. Level one behaviors may also receive family contact based on the discretion of the administrator.

Level 1 Behaviors

Any of the following actions may result in a behavior ticket, removal of privileges, lunch or after-school detention, and/or in-school suspension.

- Disrespectful language and/or actions toward peer(s), adult(s), or property
- Running in the building
- Profanity and/or vulgar language
- Lunchroom/recess misbehavior
- Unauthorized snacks or gum
- Unauthorized beverages
- Selling non-school sponsored items
- Disrupting the learning of others
- Public display(s) of affection
- Unexcused tardy to class
- Before/After-school misbehavior
- Insubordination (repetitive negative behaviors after intervention)
- Other like or similar infractions

Level 2 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension, and/or out-of-school suspension.

- Threatening or intimidating language and/or actions
- Insubordination (repetitive negative behaviors after intervention)
- Harassment/Bullying
- Physical aggression
- Forgery and/or academic dishonesty
- Possession of obscene or threatening material
- Absence without permission/Skipping
- Other like or similar infractions

Student Behavior Management

Level 3 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension and/or out-of-school suspension, and/or expulsion.

- Possession or use of alcohol, tobacco, nicotine, THC or other illegal drugs and/or paraphernalia
- Physical attack or fighting
- Extortion
- False alarms or reports
- Fireworks, smoke/stink bombs, snaps
- Vandalism
- Harassment/Bullying after administrative intervention
- Electronic impersonation of students and/or school staff (social media sites and/or unauthorized site login)
- Use of an image capturing device such as a cell phone in a restroom and/or locker rooms
- “Pantsing” or the intentional removal of another student’s clothing
- Other like or similar infractions

Grounds for Dismissal

No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

A pupil may be dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

If a pupil’s total days of removal from the school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil’s parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

Behavior Tickets

Our first step in correcting the behavior of students is the use of a “Behavior Ticket.” The procedure for the use of the Behavior Ticket System is as follows:

1. An adult observes improper behavior.
2. That adult will make the student aware of the behavior observed and inform him/her that a Behavior Ticket will be written.
3. The student is expected to sign the behavior ticket and tell his/her parents about the misbehavior and the warning ticket that was issued. (These tickets do not go home with students).
4. The behavior ticket is given to a grade-level teacher for recording.
5. If or when a third behavior ticket is recorded for a particular student, that student will receive a written reminder that they have three recorded behavior tickets. The written reminder will be carried home by the student to his/her parents. A teacher will use the occasion of this warning to conference with the student to remind him/her of the needed improvement in behaviors.
6. If a student receives a fourth behavior ticket, he/she will be assigned a Lunch or After-School-Detention(s). A copy of the behavior tickets issued will be attached to the detention.
7. If a student receives multiple detentions during a trimester length-grading period as a result of repetitive behavior tickets, they may be assigned to a period of time in school time detention or In-School-Suspension.

Note: Student behavior that is not just a violation of school rules but is also a violation of law, may be reported to the police.

Weapons Policy

All weapons are prohibited anywhere on school property. Items considered weapons may include the following: guns, look-alike guns/weapons, pellet guns, stun guns, splat guns, explosives, ammunition, mace, knives, clubs, metal knuckles, nunchucks, throwing stars, etc. Any item when used as a weapon in the school will also constitute a violation of the Weapons Policy.

Bullying Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited at all Waconia Public Schools. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying.

A. Bullying Definition

“Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student or a group of students
2. Damaging a student’s or a group of students’ property
3. Placing a student or a group of students in reasonable fear of harm to a person or property
4. Creating a hostile educational environment for a student or a group of students
5. Intimidating a student or a group of students.

Bullying Policy

B. Cyber Bullying

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employees of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Retaliation against a victim, good faith reporter, or witness to bullying is prohibited, as are false accusations or reports of bullying against another student.

C. Reporting Bullying

A student who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a staff member. A person may report bullying anonymously; however, the ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. WMS students and families are encouraged to complete the Bullying/Harassment reporting form available from a principal, a counselor, or located on the Waconia Middle School website.

D. Investigation

The WMS administration will act to investigate all complaints of bullying. Upon completion of the investigation, the school administration will take appropriate disciplinary action(s) and supportive actions for all students involved.

E. Disciplinary Actions

WMS administration will discipline any student who engages in an act of bullying, retaliation or false reporting of bullying. Consequences for students who commit acts of bullying may include but are not limited to, warning, remediation, suspension, exclusion, or expulsion. Disciplinary consequences will be sufficiently severe to try to deter future violations and to appropriately discipline prohibited behavior.

F. Board Policy

The above information provides a summary of Waconia Public School's Bullying Policy. A complete Bullying Prohibition Policy (Board Policy #514) is located in Waconia Middle School's Electronic Student Handbook or on the school district's main website.

Student Dress Policy

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians in accordance with School Board policy number 504. District 110 students are expected to maintain an appearance that is not distracting to other students or the learning environment. It is important to communicate and maintain fair and consistent expectations for all students.

The school does not permit symbols, emblems, badges, signs, words, objects, and pictures on clothing, jewelry, or personal items that represent swear words, sexual inferences, alcohol or tobacco advertising, demeaning phrases, gangs, or discriminatory references to sex, race, or religion or that are lewd, vulgar or obscene. It is not the intention of this dress code to limit a student's right to express political, religious, philosophical, or similar opinions by wearing such apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress requirements.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. The school administration reserves the right to allow or prohibit student attire.

Examples of prohibited attire include, but are not limited to, the following:

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing clothing that does not provide coverage from armpit to armpit to approximately mid-thighs applicable to front and back;
- Wearing see-through or mesh garments without appropriate coverage underneath that meet the requirements of the dress requirements;
- Wearing headwear during the school day including but not limited to hats, caps, bandanas, or hoods worn up during school hours unless approved on a school-wide dress-up day, religious needs, or approved health reasons;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

Student Dress Policy continued on next page.

Student Dress Policy

Inappropriate dress consequences:

- 1st Offense
 - Student is reminded of expectations
 - Incident is documented in student information system
 - Clothing modifications are made as necessary
- 2nd Offense
 - Student is reminded of expectations
 - Incident is documented in student information system
 - Clothing modifications are made as necessary
 - Parent/Guardian is notified
- 3rd Offense
 - Student is reminded of expectations
 - Incident is documented in student information system
 - Clothing modifications are made as necessary
 - Parent/Guardian is notified
 - Detention or appropriate consequence
- Additional offenses
 - After the third incident within one school year, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.

School Locker Policy

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Personal Property, Cell Phones & Electronic Devices

The School District will not be responsible for, nor can it insure against damages or losses to personal property brought onto school property and/or at school-sponsored activities and trips. Therefore, students are advised that they bring personal property to school at their own risk.

Backpacks cannot be utilized between classes without specific staff permission. Protection/carrying cases for personal devices should be utilized and appropriately sized for the personal device.

Each year student property is taken from locker rooms and other common areas within the school building. This often happens because a student fails to place his/her property in the locker provided and/or lock the locker. If you do not lock your property in the locker provided, do not expect it to be present when you return.

Laser lights, external speakers, gaming systems, skateboards, roller wheels, cell phones, smart watches, etc. are subject to damage and theft, as well as being personally distracting and potentially bothersome to others. These items should not be brought to school.

If a cell phone, smartwatch, music device, or video game must be brought to school for before or after-school use, it must be kept off and in the student's locker from 8:30 AM–3:15 PM. Students must receive staff permission if any of these devices are to be utilized during the school day. Students that are using electronics without staff permission will be asked to turn off the device before giving it to a staff member and will experience the following consequences:

- First offense: The device is turned into the main office and picked up by the student at the end of the day.
- Second offense: The device is turned into the office and a parent or guardian is contacted to pick up the device. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention may also be assigned.
- Third offense: The device is turned into the main office and a parent is contacted to pick up the device and meet with the school administration. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention or suspension will be assigned for repeated insubordination.

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students at bus stops, on busses, during the school day, during instructional and non-instructional time, or while participating in school events.

Student Owned Laptops and Chromebooks

1. All students are expected to arrive at school with a fully charged, labeled mobile device and a set of headphones.
2. Students are expected to be on the school WIFI, and signed into their school Google account in Chrome.
3. During classes, devices are to remain closed and stored until a teacher provides instructions.
4. Use of any electronic devices is not permitted in bathrooms, locker rooms, gyms, the cafeteria or while walking in the hallways.
5. Devices should be secured in a classroom, locker, or backpack when not in use.
6. Any violations of the above will follow the existing school behavior policy on device use. This includes but is not limited to: verbal warnings, behavior tickets, parent notification, and /or referrals to school administration.

Attendance Policy

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

Waconia Public Schools believes regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

Some eye-opening statistics:

- If your student misses 15 days of school for each of their three middle school years, they have missed the equivalent of one quarter of a middle school year.
- If your student misses 10 days of school per year Kindergarten through 8th grade, they have missed the equivalent of a half a year of school.
- A student is considered chronically absent when they have missed 10% or more of the school year. That equates to 17 school days or more at WMS.

Students that accrue seven days of excused or unexcused absences will be contacted by the school administration to discuss and develop an attendance plan for their student. They will also receive an attendance letter. The plan may require parents to provide medical documentation for repeated instances of illness.

When a student is absent or tardy for school, a written note or phone call is required from the parent/guardian. A phone message can be left on our attendance voice mail at: (952) 442-0660. If we have not received notice of a child's absence by midmorning, a phone call will be made to a parent/guardian.

If a student needs to leave during the school day for an appointment, the student should come to the office before school starts to get a pass for the time they need to leave. A parent must come into the school in order to sign out their child for early release.

Excused Absences

- Family-Authorized Absences:
 - Illness
 - Family death or emergency
 - Medical – dental appointments
 - Pre-arranged family business or vacation

School-Authorized/Approved Excused Absences:

- Field trips
- Musical sectionals
- Interscholastic events and competitive events
- Ceremonies in which student is being recognized, honored, or presented with an award
- Major religious holidays
- Support groups
- Suspensions from school

Attendance Policy

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students and parents should find missed assignments on the Schoology Website associated with their child's classrooms or at the online "Parent Portal" section of our Infinite Campus Student Information Management Computer System. Work missed because of absence(s) must be made up in accordance with the expectations of the individual classroom teacher. A minimum of 2 days will be given. School administration or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. It is best to allow teachers time to reteach and adjust assignments for the student when they have returned to health and have returned to school.

Unexcused Absences

- Truancy – An absence by a student that was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Vacations with family for which no prior arrangements have been made.
- Absences resulting from accumulated unexcused tardies to school (3 tardies equal one unexcused absence).

Unexcused absences may receive disciplinary actions in the form of lunch or after-school detentions and/or exclusion from school activities and events.

5 Unexcused Absences

School will send home the 1st notification letter to the parent/legal guardian.

7 Unexcused Absences: Truancy Pre-Diversion

School will send a 2nd notification to the parent/guardian AND the school will contact Carver County Truancy to schedule a pre-diversion meeting.

10 Unexcused Absences: Truancy Diversion

The school files the truancy paperwork with intake at Carver County Social Services and a Truancy contract meeting will be scheduled.

Bus Information & Expectations

Student bus transportation in District 110 is provided by the Koch School Bus Company on a contract basis. Koch Bus Company's phone number is as follows: Koch Bus Co-(952) 442-3370

The following rules of operation are established as School Board Policy related to the safe and responsible operation of the bus transportation program. The District 110 bus transportation policy is guided by a code of ethics which outlines the responsibilities of students, drivers, and parents.

Safety and Management Expectations:

1. The bus driver is the responsible authority on the bus. Students and parents must respect their need to be in charge of the bus at all times.
2. Students must board and leave the buses only at specified bus stops.
3. Students must remain at a safe distance from the pickup point when buses are arriving.
4. Pickup times are established, and students must be on time at designated stops.
5. Students must go directly to their seats after entering the bus. Standing or walking on the bus while it is in motion is dangerous.
6. Books, backpacks, lunch bags, sports, and duffel bags, and other objects must be kept out of the aisles. Backpacks, musical instruments, and other large items must be handled by students in a way so as to not come into contact with other students.
7. Students must not consume food or drinks other than water on the bus. Lollipops and suckers are also prohibited for reasons of safety and cleanliness.
8. Only authorized students may ride the school buses. All riders must ride the buses to which they are assigned. Permission from the bus owners must be secured in advance if non-regular riders are to be admitted to the buses.
9. Reserving places in line and "saving seats" on buses is not allowed.
10. When crossing a highway after leaving a bus, students must walk in front of the bus when the driver signals that it is safe to cross.

Student Bus Behavior Expectations:

1. Students must not tamper with emergency doors or safety devices.
2. Students must not throw, shoot, or spit objects in, out, or at a bus.
3. Students must not engage in noisy conduct that might distract the driver.
4. Students must not damage or deface the buses in any manner.
5. Students must not use profane or indecent language.
6. Students must not use or possess alcohol, tobacco, or any other kind of illicit drug on the bus.
7. Students must not transport dangerous, objectionable, or offensive objects on the bus. Transportation of animals on the bus is prohibited.
8. Students must not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus or at bus stops.
9. Students must not repeatedly violate a Safety and Bus Management Rule after having been warned.

Bus Information & Expectation continued on next page.

Bus Information & Expectations

Dismissal from the Bus:

Students in violation of expectations listed above may be excluded from riding the bus according to the following schedule below. Administration may use discretion to skip steps in this process based on the severity and impact of the behavior.

- First Offense: Written warning combined with an assigned seat for up to four weeks.
- Second Offense: The student will be excluded from the bus for one to five school days.
- Third Offense: The student will be excluded from the bus for six to 10 school days.
- Fourth Offense: The student will be recommended to the superintendent for removal from the bus for the remainder of the school year.

A parent or guardian may request a conference with the bus driver, the bus owner, and the school principal at any of these steps of exclusion. The purpose of the conference would be to establish the facts of the specific case.

Video Cameras on Buses:

Video cameras may serve as a monitoring tool to assist in providing quality and safe transportation services. The cameras are the property of the bus contractors.

Bus Transportation is a Privilege:

The transportation of students to and from school is a privilege provided by District 110. If a student has been excluded from a bus due to a violation of Student Behavior Rules, the district cannot and will not arrange or provide alternate transportation arrangements. The transportation of that student then becomes the responsibility of the student's family. Also, a student's nonattendance during a time of bus exclusion, for no other reason than the bus exclusion, will not be an excused absence.

Bus Assignments:

Students are assigned to a specific route to and from school, from their place of residence. Bus stops are established by the district administration in cooperation with the bus owners. Concerns about bus assignments or stops should be directed to the administration. Students are not allowed on a different bus unless the bus driver knows of the arrangement in advance from a parent/guardian.

WMS Health Services

The WMS Health Services office can be reached at (952) 442-0654 or wmsnurse@isd110.org.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the supervisor in charge or to the administration.

Illness

Please do not send your child to school with any of the following symptoms:

- Temperature of 100.0 F or higher– needs to be fever-free for 24 hours
- Vomiting – 24 hours after the last episode
- Diarrhea – 24 hours after the last episode
- Undiagnosed rash
- Breathing difficulties

Infectious Diseases

If your child has been diagnosed with a communicable disease, please notify Health Services immediately. Follow specific return guidance from your health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](#).

Medications

District Medication Policy states that students are allowed to take medication at school through Health Services. Prescription medications require signatures from a parent and a medical provider on a Medication Authorization form. Non-prescription medications require a parent/guardian signature and a medical provider's signature is recommended. Health Services can help in obtaining the doctor's signature for you. If you do not have a medical clinic to obtain a medical provider's signature, please contact Health Services.

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools WILL NOT provide any over-the-counter medications (including ibuprofen, Tylenol, or aspirin). Medications are administered by the School Nurse, Health Associate, or school-trained designated employee under the following conditions:

1. Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician. Written notification must include: student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication and possible side effects.

Medications

2. Prescription and non-prescription medication must be in the prescription or over-the-counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.

3. If you have arranged to have daily medication at school, the parent/guardian is encouraged to bring medication to the Health Office (especially controlled substances such as ADHD medication). If a parent/guardian is unable to bring the medication to school, please contact the Health Office and alert the staff to the type and amount of medication being sent to school.

4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the district Licensed School Nurse, Health Associate, and parent/guardian. Self-carry medications are limited to prescription asthma, epinephrine auto-injectors and other emergency medications. Secondary students are allowed to self-carry non-prescription pain relievers such as ibuprofen or acetaminophen.

[Link for Medication Authorization Form](#) or see District 110 website for Medication Authorization Form under Health Services.

Required Immunizations

State law requires parents/guardians to present proof that all immunizations are up to date before the first day of school. Students can be exempt for medical reasons, but this requires a physician's signature. Conscientious objection to immunizations requires a notary public signature and seal. Waiver forms are available through Health Services.

- Tetanus, Diphtheria, and Pertussis – complete series and booster on or after age 11, required for seventh grade
- Measles, Mumps, and Rubella – 2 doses given after first birthday
- Polio – at least 3 doses
- Hepatitis B – series of 3 shots given over six-month period
- Varicella (chicken pox) – series of 2 doses or physician signature documenting the date of disease.
- Meningococcal (meningitis) – required for seventh-grade

Screenings

Vision or hearing screenings are done if a parent/guardian or teacher requests a screening.

Questions

Any questions regarding health issues, medications, immunizations, or screenings, please contact Health Services at 952-442-0654 or email wmsnurse@isd110.org.

Adult & Student Visitors

Student visitors to our school are not allowed unless prearranged with the office. Unless a student is visiting as a prospective enrollee, we will not assume responsibility for having visitors in our school. For the protection of all students, adult visitors must report to the office upon entering the building, sign-in, and wear a visible visitor's badge.

Fire, Severe Weather & Lockdown Drills

Emergency drills are scheduled periodically, in accordance with State Fire Marshal regulations and state statute. As soon as the alarm sounds, students should follow established building protocols and act according to the directions of the supervisor and/or safety maps posted in each classroom. When outside for fire drills, students are to remain at least fifty feet from the building and wait for verbal approval from the administration before returning to their classes. Setting off false fire alarms is a violation of state law, and student violators will be suspended and prosecuted.



DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. [View full policy.](#)

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student’s Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. [View full policy.](#)

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. [View full policy.](#)

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. [View full policy.](#)

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. [View full policy.](#)

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. [View full policy.](#)

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. [View full policy.](#)

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). [View full policy.](#)

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. [View full policy.](#)

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district’s total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. [View full policy.](#)

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. [View full policy.](#)

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students’ rights to free speech in production of official school publications and activities while at the same time balancing the school district’s role in supervising student publications and the operation of public schools. [View full policy.](#)

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. [View full policy.](#)

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. [View full policy.](#)

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. [View full policy.](#)

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district’s licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician’s Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. [View full policy.](#)

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. [View full policy.](#)

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. [View full policy.](#)

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. [View full policy.](#)

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. [View full policy.](#)

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. [View full policy.](#)

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. [View full policy.](#)

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. [View full policy.](#)

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. [View full policy.](#)

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. [View full policy.](#)

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. [View full policy.](#)

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. [View full policy.](#)

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. [View full policy.](#)

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. [View full policy.](#)

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. [View full policy.](#)

DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

[View full policy.](#)

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. [View full policy.](#)

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities through the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. [View full policy.](#)



DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. [View full policy.](#)

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. [View full policy.](#)

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. [View full policy.](#)

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. [View full policy.](#)

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. [View full policy.](#)

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Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. [View full policy.](#)

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. [View full policy.](#)

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. [View full policy.](#)

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012–2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013–2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. [View full policy.](#)

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. [View full policy.](#)

Policy 709 – Student Transportation Safety Policy

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. [View full policy.](#)

DISTRICT POLICIES

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Policy 801 – Equal Access to Facilities

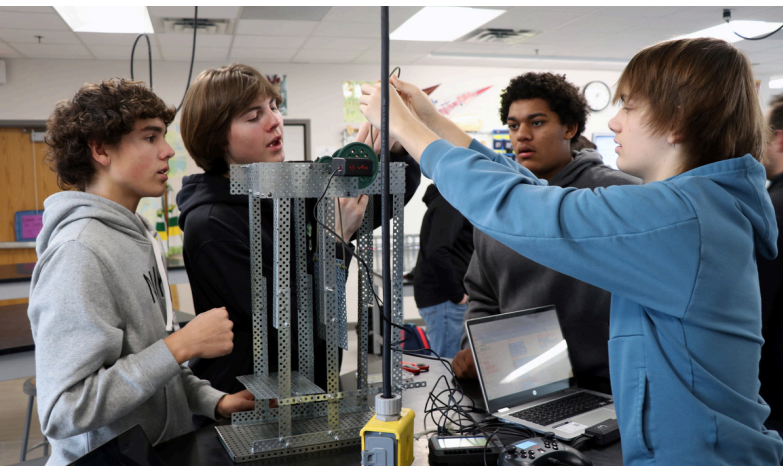
The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. [View full policy.](#)

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. [View full policy.](#)

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. [View full policy.](#)



WACONIA
PUBLIC SCHOOLS ISD 110

2024-25
Waconia High School
Student & Family Handbook



Explore Your Passions. Create Your Success.

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WELCOME!

Dear Students and Parents/Guardians,

On behalf of the teachers and staff at Waconia High School, welcome to the 2024–25 school year.

This handbook introduces you to our Waconia High School campus, building, people, and programs. In addition to the handbook, our [website](#) will contain many of the district policies in their entirety.

Enrollment for the 2024–25 school year will be almost 1,400 students, with an incoming freshman class of about 375 students. It is our goal at Waconia High School to provide a safe and positive learning environment for each and every student. We enjoy the advantage of being large enough to offer a comprehensive program for all students, yet small enough to customize students' schedules to meet their individual needs and abilities.

I encourage both students and parents to take full advantage of the opportunities to meet with your teachers, counselors, administrators, and other support staff on an individual basis so we can better serve you in your educational pursuits and needs.

This is your high school and we welcome you!

#WeAreONE10

Paul Sparby
Waconia High School Principal
psparby@isd110.org
(952) 442-0670

HELPFUL LINKS

[2024–25 ACADEMIC CALENDAR](#)

[2024–25 WHS CALENDAR](#)

[WHS STAFF 2024–25](#)

[WHS DAILY SCHEDULE](#)

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect

We honor and listen to all voices to ensure everyone feels valued.

Collaboration

We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness

We welcome all and seek multiple perspectives to create one connected community.

Empathy

We listen and act with genuine care.

Resilience

We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes

Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience

Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures

Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

School Administration

Principal

Paul Sparby
psparby@isd110.org



Assistant Principal

Jill Sabol
jsabol@isd110.org



Dean of Students

Kendra Olson
kolson2@isd110.org



Main Office: 952-442-0670
WHS Attendance Line: 952-442-0680
Guidance Office: 952-442-0676
Fax: 952-442-0679

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Ukee Dozier | 952.442.0602 | udozier@isd110.org
Director of Human Resources Enid Schonewise | 952.442.0645 | eschonewise@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Technology Manager Aleks Simanovich | 952.442.0606 | asimanovich@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

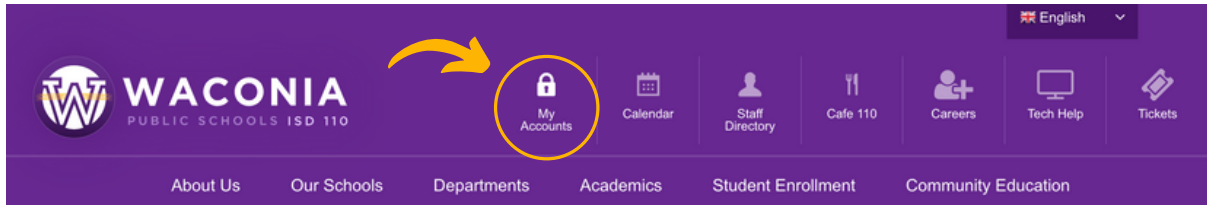
School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoollboardmembers@isd110.org.

ONLINE TOOLS

My Accounts Portal

The “My Accounts” portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



Infinite Campus Family Portal (Grades K–12)



Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

Schoology Learning (Grades 3–12)



Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3–12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2024–25 school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5–12 would use their devices to access learning plans on Schoology. Families with students in grades K–4 would receive learning plans via email from teachers that morning.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE–11, KSTP–5, FOX–9, WCCO–4).

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K–12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at metrowestconference.org.

Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

Administrative Discretionary Action Disclaimer

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, therefore, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

Board of Education

All school policies, regulations, and rules are approved by the Board of Education by action taken to adopt the contents of school handbooks. The handbooks become an extension of school board policy. All policies, regulations, and rules apply equally to each student enrolled, regardless of age.

Process for Addressing Concerns

Please follow the following protocol to address concerns:

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the building principal.
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the superintendent of the school district
4. Finally, if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Parental Curriculum Review

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.



Privacy and Access to School Records

The school has on file your grades, attendance, standardized test scores, etc., since you began school. If you have attended several different schools, these records have followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment with the principal or high school counselor. You may have copies made of anything in the school record, at a cost to you of ten cents per sheet, but you are not permitted to take the original record out of the office. You and/or your parent/guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you and/or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately, to the school board.

Your records, or any part thereof (except directory information), cannot be transferred in writing or orally to any other place without the written consent of you and/or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and/or your parent/guardian:

1. Send a transcript of your school record to a college, vocational school, or university;
2. Give information from your record to a prospective employer (except directory information).

Written consent can be given by using a form available in the office of the principal or high school counselor, or by writing a letter to the office, requesting the transfer of such records. Students who are eighteen years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

School Publications & News Media

Student pictures and identifying names will be printed in the school yearbook and given to the local news media on those occasions that warrant it. However, any student, or the student's parent/guardian, if the student is under the age of eighteen, may request that his/her picture and name not be published in the media or in the school yearbook. To make this request, please complete the form on the family portal of Infinite Campus. This does not cover pictures taken by the news media unless we specifically have signed statements to the contrary.

Videotaping, Audio Recording, Photographs

Students may not video, photograph or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts or recordings may result in suspension or further disciplinary action.

Title IX Information

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

ISD 110 Title IX Coordinator
Enid Schoenwise, Director of Human Resources
Waconia Public Schools
512 Industrial Boulevard
Waconia, MN 55387
Telephone: (952) 442-0645
Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the [Assistant Secretary for Civil Rights of the United States Department of Education](#)

Eighteen-Year-Old Students

Students eighteen years of age or older are not exempted from any regular school rules and regulations established for the general student body. Eighteen-year olds are bound to school rules.

Students who become eighteen years of age during their school careers will be accorded those rights of majority which are not in violation of school regulations. Examples:

1. Eighteen-year old students may, upon request, receive trimester mark reports personally. Parents/guardians will continue to receive copies of the mark reports as long as the student remains a dependent.
2. Eighteen-year olds are responsible for their own bills and financial obligations.
3. Student absences for eighteen-year-olds will still require parent/guardian verification. The only exception to this is for students who are legally independent and are no longer claimed as dependents by the parent/guardian.

Student Fee Regulations

The Minnesota Legislature enacted the "Minnesota Public School Fee Law," which went into effect on July 21, 1975. In accordance with the law and school board policy, the following guidelines are set up for fees in Waconia Middle School.

Permitted Fees:

A school board may charge fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the property of the pupil.
2. Admission fees or charges for extra-curricular activities, where attendance is optional.
3. A security deposit for the return of materials, supplies, or equipment. A student may be charged a security deposit for items such as locks, keys, tools, and science, athletic, or audio-visual equipment.
4. Personal physical education and athletic equipment and apparel, although any pupil may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the school board.
5. Items of personal use or products that a student may purchase at his/her own option, such as student publications, class rings, yearbooks, and graduation announcements.
6. Field trips considered supplementary to a district's educational program.
7. Any authorized voluntary student health and accident benefit plan.
8. For the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each school-owned instrument.
9. Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks.
10. Fees may be charged for lost books and/or intentionally damaged books and/or supplies and equipment.
11. Fees specifically permitted by any other statute.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 – 120.76.

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

Senior Fees

Waconia High School charges a \$40 Senior Fee to help offset the costs of graduation events, supplies and services, including but not limited to, diploma covers, honor medals and other awards, livestreaming, decorations, printed graduation programs, and the Senior Breakfast.

Student Activity Fees

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

The rate fee for students in grades 9–12 will be \$250 per each activity.

Football and Hockey will be \$275.

Competitive clubs such as Robotics, DECA, & Jazz Bands will be \$200 each.

*No student shall be assessed a fee for more than three activities during one school year. In addition, scholarships are available.

Minnesota State High School League Regulations

All students, teachers, directors, coaches, and administrators participating in League activities are bound by League rules and regulations. Each student participating in League activities will receive online and must read, as well as sign, an individual copy of the League regulations. The school administration is also empowered to make local rulings on individual student misconduct incidents that may not serve the best interests of the school, its student body, or its programs. Some student misconduct may not be prescribed by the League, but may, nevertheless, require local attention.

Activities Offered at Waconia High School

Fall Activities

Boys Cross Country, Girls Cross Country, Boys Soccer, Girls Soccer, Football, Girls Tennis, Volleyball, Girls Swimming & Diving, Fall Musical

Winter Activities

Boys Basketball, Girls Basketball, Boys Hockey, Girls Hockey, Gymnastics, Dance Team, Boys Swimming & Diving, Alpine Skiing (co-op), Show Choir, Wrestling

Spring Activities

Baseball, Softball, Boys Golf, Girls Golf, Boys Track & Field, Girls Track & Field, Boys Lacrosse, Girls Lacrosse, Boys Tennis, Spring Play, Marching Band, Boys Volleyball (co-op), Clay Target

Other School Sponsored Clubs & Activities

Waconia High School offers a wide range of clubs and activities for students to participate in. Please visit the official activities website at www.waconiaactivities.org for a list of clubs and activities and more information.

Academic Eligibility Requirements

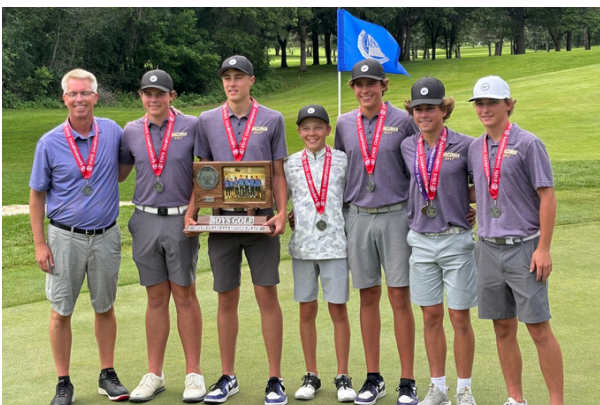
1. All students competing or participating in extra-curricular activities must have passing grades and must maintain a 1.67 average in the trimester prior to and during their season (not a cumulative average).
2. In the event a student's GPA is below 1.67 (C- average) or the student receives an "F" in any course at the end of a trimester, he/she will be ineligible for a period of two weeks. After two weeks, a review of the student's grades will be made, and if found to be an overall 1.67 (C- average), eligibility will be restored. If a 1.67 GPA (C- average) is not attained, the student shall remain ineligible for an additional two weeks. This process will continue up to 3 reviews; at which time, a student still not achieving a 1.67 GPA (C- average) will be declared ineligible for the remainder of the trimester.
3. The individual student does carry the responsibility to initiate and complete the grade review process after academic ineligibility is declared. The activities director, a counselor, and a head coach or director not immediately coaching or directing the student shall make up the review board. Decisions of this review board are final.
4. Students operating under an IEP are held accountable to the academic eligibility standards under the terms of the IEP.
5. Students found academically ineligible and without an IEP can be declared eligible by the review board if the student is found to be working to his/her academic potential.
6. Transfer students will be given a reasonable amount of time to establish their academic eligibility before being held accountable to the policy. A student shall be eligible to practice during this time.
7. A student shall also be academically eligible according to the Minnesota State High School League guidelines.

Extra-Curricular Participation

In order to participate or practice, a student must be in attendance ALL DAY on the day of an event (game, play, concert, etc.), unless an exception is approved, in advance, by the principal.

Tournament Attendance Policy

Our close proximity to the metro area makes it very convenient for our students to attend the many state tournaments. While we do not encourage attendance at tournaments that we do not have teams or individuals competing in, we recognize that in some cases, attendance is desired. If parents/guardians wish to have their child excused for a tournament, they must notify the school at least one day prior to attendance, and the student must follow the Planned Absence Procedure. Students attending tournaments without following the Planned Absence Procedure will be considered unexcused.



Student Information / Expectations

Students are school citizens who need to cooperate with reasonable rules of good behavior. What follows are some expectations that the school has of its students.

Care of School Property

Students will not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, or any other instrument. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be subject to school discipline that may include full restitution for cost of repairs or replacement and/or work detail on detention, suspension, etc., and the student may be referred to county authorities.

Lockers

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities, or a law enforcement canine, for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Each locker has its own lock, with a different combination each year. Students are responsible for helping maintain security by not sharing combinations and reporting lock or locker problems to the office promptly. Students are not authorized to move from locker to locker without approval from the principal's office.

Lost and Found

Recovery of lost articles will be more likely if students report their loss immediately, to their teacher or activity supervisor. Check "lost and found" near the High School Guidance office.

Textbooks

Textbooks are supplied free of charge. Students are responsible for reasonable care of their books. Students will be responsible for the cost of lost or damaged books.

Media Center

The media center is a place of quiet study, not a social center. Students who need to use the media center in group assignment settings reserved by teachers have first priority on media center facilities and staff.

Student Valuables

Students are cautioned not to bring large amounts of money or valuables to school. Students who wear glasses, jewelry, or watches should protect them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring valuable items or more money than needed to pay for lunch, leave the items, or money, at the high school office, for safekeeping. Do not leave valuables in your locker.

Public Display of Affection

Undue public display of affection is not consistent with the learning environment maintained in the school. As a school, we reserve the right to insist that students act appropriately and refrain from physical contact or sexual touching while in the school, on school grounds or participating in a school sponsored activity.

Commons Area

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, or you may be removed from the commons to eat by yourself.

You are expected to help by:

1. Walking to the commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Not taking food out of the commons.
9. Students are allowed to pick their chair/table. Students are not to wander from table to table.



Fundraising

All fundraising projects must be approved by the principal. Projects that involve selling merchandise will be limited by the Board of Education and the administration. Tickets or articles of any kind, other than those approved by the administration, may not be sold on school property, or in the name of the school, by students or outside organizations.

Food Service / Cafe #110 Nutritional Services

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Cafe #110 is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at cafe110.org. Most often there are a minimum of three lunch choices each day. A peanut/tree nut-free table is available for daily student use in the lunchroom

Free Meals

Every student will be eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals, a la carte items and extra meals and portions.

Lunch Attendance

All students will be expected to spend their entire lunch period in the commons unless an arrangement has been made with a staff person to be under their supervision. Students may not wander about the building, sit in the halls, or be outside. Violations of this policy will result in lunch detentions.

Ordering Food From Outside Companies

Students are prohibited from ordering food and having it delivered by a company such as Jimmy John's, Uber Eats or Door Dash.



Graduation

All seniors have the individual responsibility to verify their current credit status with the guidance department. Any questions seniors may have concerning their graduation should be cleared up during the first trimester of the school year.

Seniors who are short of reaching their graduation requirements must select, through the guidance department, one or more alternative programs available to them.

Students may participate in the graduation ceremonies if they have a one (1) credit deficiency caused by a third trimester failure. All other 9–12 credit requirements must be complete. A credit make-up plan must be approved by the principal/counselor prior to graduation. PSEO students who fail any courses in the first semester may be required to verify passing grades for their second semester courses in order to participate in the graduation ceremony. A diploma will be awarded after all credits have been verified. This policy also applies to students in an alternative school who are planning to graduate from Waconia High School.

Credit Requirements

Minnesota State Law and Department of Education regulations require that students are enrolled in classes six (6) hours per day to receive full state aid. The only early releases from the regular school day are through an approved work-study class, which releases students for a supervised work experience. Work-experience is open to students in 12th grade only.

All students must attempt a minimum of 15 credits per year and a total of 60 credits could be earned in a four-year period. A minimum of 55 credits are required for graduation. Any trimester grade of F, for any course, results in loss of credit for that course. If the course is required for graduation, it must be repeated or made up through summer school or night school at the WALC, or a correspondence course, before a diploma will be issued. Credits for graduation are subject to change by Board of Education action. The High School Counselor must approve all make-up arrangements.

CREDITS

- Each class is worth 1 credit.
- 55 credits are required for graduation

Required credits (37)

- English: 8 credits (four years)
- Social Studies: 8 credits (four years)
- Math: 7 credits (3.5 years)
- Science: 7 credits (3.5 years)
- PE: 2 credits
- Health: 1 credit
- Fine Arts: 2 credits
- Speech: 1 credit
- Senior Seminar: 1 credit

Elective credits (18)

- Student choice

Registration Handbook & Course Offerings

Please use the attached link for more detailed information in the WHS Registration manual regarding courses and credits.

[Waconia High School 2024–25 Registration Handbook](#)

[Waconia High School 2024–25 9th Grade Registration Handbook](#)

Waconia Learning Center

The Waconia Learning Center provides a set of required and elective courses. These programs enable students to make up credits they may have lost due to failure or other circumstances. Students may take individual courses at the WLC. No transportation is provided by the school district to the WLC.

Southwest Metro Online School

Students can pursue full-time academic status through distance learning, allowing them to earn their high school diploma online by completing elective courses along with their regular course requirements. Families can keep their relationship with their current school district. SouthWest Metro is providing the service and it will be at no cost to the students or families.

Grade Point Averages

Grade point averages (GPAs) are computed electronically. The numerical point equivalents for marks are as follows:

- A 4.0
- A- 3.67
- B+ 3.33
- B 3.00
- B- 2.67
- C+ 2.33
- C 2.00
- C- 1.67
- D+ 1.33
- D 1.00
- D- 0.67
- P (Pass) No numerical computation, but credit received.
- NG (No Grade) No numerical computation.
- I (Incomplete)
- WF (Withdraw Fail) Does impact GPA.

Honor Roll

Students obtaining a 3.666 G.P.A. or above for a trimester are eligible for Honor Roll I. Students obtaining a 3.000 G.P.A or above for a trimester are eligible for Honor Roll II. Students must be carrying a full load of credits to be eligible for the honor rolls.

Graduating with Honors

Graduates from Waconia High School can achieve honor status, and be recognized at the commencement ceremony, by maintaining high grades and taking our most challenging courses. Three levels of Honor status will be recognized:

Cum Laude	3.75 – 4.0 GPA and 6 honor credits
Magna Cum Laude	3.85 – 4.0 GPA and 9 honor credits
Summa Cum Laude	3.95 – 4.0 GPA and 12 honor credits

Honor Credit Courses: Please refer to Registration Handbook for a list of honor courses

Report Cards

Report cards are available on-line. Report cards are not mailed to students unless requested in writing. Report cards are produced on a computer form and include such information as grades, comments, classes attempted and number of days absent and/or times tardy. If there is any question about any information on the card, please call the counselor or the designated teacher.

Withdrawal from Courses

Any program changes made will be completed only with the understanding that absolutely necessary educational needs are at stake. After a student has registered for a course and has attended the course for two (2) days, the following drop procedure must be followed:

1. Discuss the reasons for dropping with your teacher, counselor and parent.
2. If a class is dropped with a failing grade, the grade of WF (withdraw/failing) stands with no credit given.
3. If a class is dropped with a passing grade, the instructor and counselor will determine the recorded grade. The grade may be a WF or F.
4. Course changes will not be made if over- or under-loaded class settings result. The administration will determine over- and under-loading conditions.

Withdraw from Class/Class Drop Deadline: After two days of classes, dropped classes will remain on the permanent, cumulative records. A conference with teacher(s), counselor, and student will be held to determine what grade designation will be assigned. Courses dropped must be replaced with approved alternative courses and no changes are complete until all documented changes are finally approved. (If a class is dropped with a failing grade, the F grade stands, with no credit given.)

Pass / Fail Option

Pass and fail options are available to 11th and 12th grade students for a maximum of 2 elective credits during their high school career. Students must maintain a “C” average in the course to receive a “P.” This option request must be made by the student during the first five days of the course offering and receive instructor and counselor approval.

Test Out Policy

High school students may request to test out of a math or world language course, allowing them to advance to the next level. The first step is for students to discuss the request with their counselor and complete the application. Applications must be received by the counseling office one full trimester before the start of the desired course. Even if students pass the assessment and advance to the next level, they still need to fulfill the necessary credits for graduation. Testing out of a course does not grant credit for the course being bypassed.

Postsecondary Credit Opportunities

Advanced Placement Courses

Advanced placement courses offer students access to rigorous college-level coursework and the opportunity to explore a subject of interest in greater depth. These introductory college courses often require more time and work, but help students develop disciplined study habits that can contribute to success in college. Satisfactory AP scores allow students to earn college credit and bypass introductory-level courses in college to pursue more advanced studies. Please refer to the Registration Handbook for a complete list of available courses.

Concurrent Enrollment

Advanced high school juniors and seniors can earn college credit without leaving the high school campus through concurrent enrollment courses. These courses are taught by high school instructors, are accredited, and guarantee college credit upon successful completion of the course. High school students taking concurrent enrollment courses are held to the same academic rigor and standards as students in the university setting. Please refer to the Registration Handbook for a complete list of available courses.

Project Lead The Way

Project Lead The Way (PLTW) is an engaging, hands-on curriculum that prepares students to be innovative and productive leaders in the areas of science, technology, engineering, and math. College credit is available through successful course completion and passing an end of course exam. Please refer to the Registration Handbook for a complete list of available courses.

Articulated Courses

Not only do articulated courses allow students the opportunity to explore future career opportunities, they can also earn technical or community college credits. See your guidance counselor or instructor for details. Please refer to the Registration Handbook for a complete list of available courses.

Southwest Metro Educational Cooperative

Waconia High School serves as a satellite campus for the Southwest Metro Educational Cooperative. These courses allow students the opportunity to explore future career opportunities, and earn college credits through Normandale Community College. All courses are taught by SWM instructors at Waconia High School. Please refer to the Registration Handbook for a complete list of available courses.

Postsecondary Enrollment Options (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows public and nonpublic students in 10th, 11th and 12th grades to earn college credit while still in high school, through enrollment and successful completion of college nonsectarian courses at eligible postsecondary institutions. Please refer to the Registration Handbook for additional information.

Loss of Credit

Students will be denied credit for any class in which the combination of excused and unexcused absences exceed seven in one trimester. All absences will be counted in the accumulation of the maximum except those absences that result from participation in school-sponsored/approved activities.

Loss of Credit Appeals Procedure

If a student accumulates 3 or more unexcused absences or a combination of 7 excused/unexcused absences, students may be dropped from a course and will not receive credit for the course. Students have the right to appeal any loss of credit decision and can do so by filling out the Attendance Appeal Form. The appeal form must be submitted within 5 days of the initial notification. [WHS Loss of Credit Appeal form](#)

- A student may request an appeal if there is a genuine, supportable belief that extenuating circumstances exist. The student and/or parent/guardian may request appearance at the Committee hearing to offer information supporting the appeal.
- The Appeals Committee will review all evidence, consider any extenuating circumstances, and strive to achieve and render impartial judgments in a systematic manner.
- The high school principal will identify the members of the Appeals Committee. The committee will consist of no fewer than three certified members, one of whom would be an administrator or counselor.

Academic Dishonesty

Academic Dishonesty includes cheating, fraud and plagiarism, the theft of ideas and other forms of intellectual property, whether they are published or not. Cheating and plagiarism are extremely serious matters.

Cheating

Cheating is any deceitful or fraudulent attempt to evade rules, standards, and practices to gain an unfair advantage or to protect someone who has done so. Cheating includes but is not limited to:

- Giving or receiving information during an exam, test, assignment, or quiz.
- Using unauthorized materials, like notes, during an exam or in-class essay, or unauthorized dissemination or receipt of exams, exam materials, in-class prompts/notes, or answer keys.
- Taking an exam or writing an assignment or doing a project for another student.
- Submitting the same paper, or different versions of the same paper, in more than one class without the permission of the instructor.
- Fabricating or misrepresenting research or sources.
- Helping another student to commit an act of academic dishonesty or lying to protect a student who has committed one.
- Creating an oral presentation for another student without the permission of the instructor.
- Recreating existing work and submitting it as your own.

The penalties for cheating depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity.

SCHOOL PROCEDURES

ACADEMICS

Plagiarism

Plagiarism is the use of another writer's words, syntax, and/or ideas (including another student's) without acknowledging the source. According to the Harvard University's book by Gordon Harvey, *Writing with Sources*, plagiarism is defined as passing off a source's information, ideas, or words as your own by neglecting to cite them. It is theft of intellectual property belonging to another. The offense is the same if a student allows another student to copy or modify his or her writing for an assignment.

The penalties for plagiarism depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, and reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity.

*Repeat violations will result in a parent conference and possible removal from class.

Testing & Assessment

District 110 uses a variety of standardized assessment tests to help evaluate student performance. Results of these tests provide data to schools, teachers, students, and parents that show areas of strength and areas requiring improvement.

For high school students, college entrance exams like the ACT may determine which college a student attends, and whether academic scholarships are awarded. Students are encouraged to participate in ACT prep and repeat exams to try and better their scores.

With testing stakes high, students must come prepared to do their best. Three kinds of parental involvement at home are consistently associated with higher student achievement:

1. Actively organizing and monitoring a child's time
2. Helping with homework
3. Discussing school matters

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support school district planning. Your student's district may require additional information.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information:

[English Version](#) | [Spanish Version](#)

[2024-25 Assessment Calendar](#)

Special Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and transition subjects. Support with emotional, behavioral, social, and other disability services are also provided.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the SAT (Student Assistance Team). The SAT will consist of counselors, school psychologist, school nurse, building administration, social worker, and regular and special education teachers. The SAT will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Requests for special education evaluations and potential services may be made by parents/guardians, teachers, counselors, etc., on behalf of a student. Please contact a teacher, counselor, principal, or the Director of Secondary Student Support Services (Paul Tordoff) if you believe special education evaluation is needed.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individuals or small groups in a resource room, or a combination of both.

If your child receives or will be evaluated for special education services, Waconia Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) in order to determine if your child is on Medical Assistance or MinnesotaCare. If you do not wish to share your child's name and date of birth with the DHS, you must inform Waconia Public Schools in writing no later than Oct. 1.

Send your request to:
Sara Eischens, Health Services Manager
512 Industrial Blvd. Waconia, MN 55387
seischens@isd110.org
952-442-0625

Guidance Services

Guidance services are available for all students. In order to visit the counselor, students are to contact the secretary in the guidance office to arrange for an appointment. Among the many duties of the counselor are the following:

1. Withdrawals and Transfers. Students planning to withdraw or transfer from Waconia High School should see the counselor.
2. Registration and Change of Schedule. Registration is held about mid-year for the following year. Students should not expect to change their schedules, but those who feel there is a strong need for a schedule change should see the counselor as a first step.
3. Career and Post-Secondary Education. Information and planning help is available in this critical area. Contact the counselor.
4. Testing. Various academic and vocational tests are given each year through the guidance department. Information regarding other testing opportunities such as ACT and SAT is also available. Dates and times will be announced in daily announcements.
5. Enrollment options, as provided by the State of Minnesota, are available to qualifying students of Independent School District No. 110. These programs include open enrollment, post-secondary enrollment, and students-at-risk. Contact the counselor for additional information.
6. Other concerns such as study skills help with home, school, and/or social problems may also be discussed with the counselor.

It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter counseling relationships. A counseling relationship requires an atmosphere of trust and confidence between the student and counselor. A student has the right to privacy and to expect confidentiality. This confidentiality may be abridged by the counselor where there is clear and present danger to the student or to others.

Foreign Exchange Program

There are many programs available to provide educational opportunities for WHS students to study abroad. Students who may be looking ahead to being an exchange student should make plans to complete their required course work at WHS. All credits received in an exchange program will be considered as elective credits, and will not fulfill WHS requirements.

The Vocational Center

Students are advised to stay alert for special meetings, tours, interviews, and registration procedures conducted for Vocational Center students. Additional materials and information can be found in the high school guidance office. All Vocational Center students are subject to the rules and regulations of the Vocational Center and also those of Waconia High School. A Vocational Center handbook has been prepared for student convenience. Please read it, also, as there are important items of information for students to know about.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)



School Discipline Guidelines

Good behavior is necessary to provide a successful educational environment. Waconia High School students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities.

The following information is intended to supplement the Board of Education policy on discipline:

Expected Behavior

To help insure an appropriate educational environment, Waconia High School students are expected to:

1. Be in class on time.
2. Be prepared for class.
3. Bring all required materials to class.
4. Be attentive to classroom activities.
5. Make an effort to be successful.
6. Participate in classroom activities.
7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
8. Follow the directions of teachers or supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious and may result in detention or suspension from class or school.
9. Help keep classrooms and school neat and clean by not littering.
10. Take care of school property such as books, equipment, etc.

Students who demonstrate behavior that disturbs the educational process in class will be removed from class and referred to the principal for disciplinary action.

Attendance

It is the responsibility of the Waconia Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system and hold students accountable for regular attendance. It is essential that Waconia High School students and their families take responsibility for knowing the Attendance Policy. The school reserves the right to classify an absence and may request medical documentation.



Student Responsibilities Regarding Attendance

1. Attend all classes on a daily basis. Students must remain in the classroom for the entire class period. If students leave class without permission or leave early, they will be marked UNEXCUSED ABSENT.
2. Monitor the total number of absences in each course and report any errors to the teacher of the course within 2 days of the absence, after which the absence will remain unexcused.
3. Monitor the total number of school authorized absences. When more than three class periods of a specific course are missed during a trimester, the student will appeal to the teacher to be out of class for any subsequent school authorized activities.
4. Ensure that a parent or guardian submits the absence to the attendance office prior to the absence.
5. Monitor electronic notifications regarding attendance. It is the responsibility of the student to ensure they are receiving notifications and are checking daily to ensure timely response to attendance and other notifications.
6. Attend every class that is considered to be “official/current”. Students should not discontinue class attendance if he/she anticipates changing or dropping that class. Until the class is officially dropped, students are expected to attend each of the classes on their schedules.
7. Report, when ill, to the Health Office.
8. Follow all building check-in and check-out procedures.
9. Contact the teacher to arrange make-up work.
10. Communicate with the teacher when approaching the limit of school authorized absences.
11. Ensure that your attendance is accurate and confer with the teacher and/or the attendance office if any adjustments need to be made.

Penalties and Consequences for Exceeding Absence Limits

If a student accumulates 3 or more unexcused absences or a combination of 7 excused/unexcused absences, students may be dropped from a course and will not receive credit for the course. Students have the right to appeal any loss of credit decision and can do so by filling out the Attendance Appeal Form. The appeal form must be submitted within 5 days of the initial notification. [WHS Loss of Credit Appeal form](#)

Types of Absences

Excused Absences

(Note: These count toward a 7-absence policy) After a combination of 7 excused and unexcused absences, students may be dropped from a course and may have a loss of credit.

Examples: College visits, Driver’s license examination, Family emergency, Illness, Visit to nurse’s office, Pre-arranged excused absences for student participation in non-school competition and performance activities, Pre-arranged family vacations, Professional appointments that cannot be scheduled outside the school day, Spectators at state/regional competitions (parent/guardian approval required).

Unexcused Absences

(Note: these count toward 7-absence policy AND toward the 3 unexcused policy) After 3 unexcused absences, students may be dropped from a course and may have a loss of credit.

Examples: Any absence in which a student and/or parent fails to comply with WHS reporting attendance procedures, Work at home, Work at a business (except a school-sponsored work release program), Non-prearranged family vacations, Missed bus, Overslept, Truancy/skipping school, Missing class to study or work on homework (includes AP testing), Other non-school authorized excuses

SCHOOL PROCEDURES

RULES & DISCIPLINE

School Authorized Absences

(Note: These DO NOT count toward maximum 7-absence policy)

Examples: Chronic illness (with medical documentation), Court-ordered appearances, Death in student's immediate family or close friend/relative, Field trips, Interscholastic meets and events, School-sponsored musical or athletic competitions, Religious holidays and/or instruction (up to three hours per week), Illness in student's immediate family, Student government and related activities, Verified meeting conducted with school personnel, School-sponsored testing

Habitually Truant

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days or for one or more class periods on seven school days. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute 260A.03. The school truancy coordinator will work with students with attendance issues.

Late Arrivals & Tardiness

It is expected that all students will make necessary arrangements to arrive on time to school on time. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Attendance Office. Missing the school bus, over-sleeping or repeated car problems will be classified as an unexcused tardy. For every class period at Waconia, the student is to be on time. Any time students arrive after the Period 1 starting time, they must report to the office for a tardy slip. For Period 2 and subsequent periods, the individual teachers handle tardies to class. They will announce their policies at the beginning of each trimester. Three unexcused tardies will equal one unexcused absence, and will count toward the total absences for the trimester.

Planned Absences

Students, who will miss classes due to pre-arranged family business such as a family trip or college visits, will be required to notify the Attendance Office prior to the absence. Failure to notify the attendance office before the absence will result in an unexcused absence being recorded. Students are also expected to notify their teachers in advance to develop a plan for make-up work from absence. Excusable family business includes college visits, legal appointments, extended medical leave, and family vacations.

Student Dress Policy

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians in accordance with School Board policy number 504. District 110 students are expected to maintain an appearance that is not distracting to other students or the learning environment. It is important to communicate and maintain fair and consistent expectations for all students.

The school does not permit symbols, emblems, badges, signs, words, objects, and pictures on clothing, jewelry, or personal items that represent swear words, sexual inferences, alcohol or tobacco advertising, demeaning phrases, gangs, or discriminatory references to sex, race, or religion or that are lewd, vulgar or obscene. It is not the intention of this dress code to limit a student's right to express political, religious, philosophical, or similar opinions by wearing such apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress requirements.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. The school administration reserves the right to allow or prohibit student attire.

Examples of prohibited attire include, but are not limited to, the following:

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing clothing that does not provide coverage from armpit to armpit to approximately mid-thighs applicable to front and back;
- Wearing see-through or mesh garments without appropriate coverage underneath that meet the requirements of the dress requirements;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

Student Dress Policy continued on next page.

Student Dress Policy

Inappropriate dress consequences:

- 1st Offense
 - Student is reminded of expectations
 - Incident is documented in student information system
 - Clothing modifications are made as necessary
- 2nd Offense
 - Student is reminded of expectations
 - Incident is documented in student information system
 - Clothing modifications are made as necessary
 - Parent/Guardian is notified
- 3rd Offense
 - Student is reminded of expectations
 - Incident is documented in student information system
 - Clothing modifications are made as necessary
 - Parent/Guardian is notified
 - Detention or appropriate consequence
- Additional offenses
 - After the third incident within one school year, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.



Assault

1. A student who threatens another student or staff person with bodily harm, without material physical contact, will require a parent/guardian conference and will be subject of up to a 3-day suspension.
2. A student who threatens another student or staff person with bodily harm, while in possession of a weapon, or a student involved with an assault with a weapon, will be dealt with under the provisions of the Weapons Policy.
3. A student who is involved in a direct attack on another person will be initially suspended up to 5 days, will require a parent/guardian conference, will be referred to Carver County authorities for assault, and may be recommended to the School Board for expulsion. If a recommendation for expulsion is not made, a behavioral contract will be designed with strict guidelines and consequences, which could include additional suspensions, out-of-school placement, counseling, or expulsion.
4. Students who mutually engage in fighting will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. A second offense will result in a 5-day suspension and a referral to an alternative program. Fighting shall be characterized by a violent, aggressive behavior by two or more individuals, with the intent of inflicting physical harm upon one another, and differentiated from "poking, pushing, shoving, or scuffling."

Insubordination

All employees of Waconia High School have the responsibility and obligation to enforce school regulations. The principal, assistant principal, activities director, teachers, counselors, secretaries, nurse, media specialist, cooks, custodians, bus drivers, aides, and fellow students have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

Theft

Theft is defined as the taking or possessing of an individual's or school property without authorization. Students referred for theft will be subject to a conference with the principal, detention, suspension, restitution, or referral to Carver County authorities, depending upon the severity of the incident.

Language

Cursing, swearing, profanity, vulgar and offensive language is not appropriate to the school setting. Students need to be particularly aware of their use of sexually suggestive language. A student referred for inappropriate language will be subject to a conference with the principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident.

Student Use and/or Tobacco Possession

Student use and/or possession of tobacco or nicotine in any form, including snuff, electronic cigarettes or e-hookahs, is not permitted on any school property, on buses, or at any school event, home or away. This “no smoking” policy is in effect before, during, and after regular school hours. Students reported for smoking or chewing will be penalized according to the following procedure:

First Offense: Student will be suspended out-of-school for one day.

Second Offense: Student will be suspended out-of-school for two days.

Repeated Offenses Beyond the Second: Student will be suspended out-of-school for three days.

Students who continually break this policy will be considered insubordinate and may be recommended to the school board for expulsion.

Parking / Parking Lots / Parking Passes

Permit Application

- Students with a valid driver’s license in grades 10–12 and have no outstanding obligations (fees, fines, book returns, equipment) may apply for a parking permit. Applications must be paid online with debit card or credit card. Contact WHS office for additional information regarding the application form and/or paying online.
- Students are permitted to park in a school district location as a privilege, not a right.
- Student parking is located on the west side of the building, and is accessed at the west end of Community Drive. Overflow parking is available at the WLC on the west side of Co. Road 10.
- The parking fee is:
 - \$150.00 all year (only option when school starts, through the end of tri 1)
 - \$100.00 for tri’s 2 & 3 (only option at the beginning of tri 2)
 - \$50.00 for tri 3 (only available during tri 3).

NOTE: Transportation to and from Waconia Public Schools is provided and available to all students within the district area. Consequently, student parking in designated and assigned parking areas is a privilege, and the purchase of a Student Parking Permit is not associated with other income-based programs such as the federal free and reduced lunch plans. As a result, adjustments do not apply to parking permit fees.

- Parking permit fees are non-refundable.
- Students must register all vehicles they may park on school grounds when filling out a parking application.
- Students drive and park on campus at their own risk. District 110 and Waconia High school are not responsible for vandalism, theft (including stolen parking permits), or damage to vehicles or items therein the school parking lot. Vehicles should be locked and valuables should not be in cars.

Parking protocols continued on next page...

Parking / Parking Lots / Parking Passes

Parking Protocols, Rules & Expectations

- All student vehicles, parked in a school district parking lot, must be registered, and must properly display a WHS parking permit.
- Students may not park in the staff parking lot, visitor parking, or reserved parking.
- Only those vehicles that have been registered in the high school office may park in a school district lot. Unregistered vehicles will be ticketed and referred to school administration – students with valid permits who drive an unregistered vehicle to school must notify the main office.
- Vehicles that do not properly display a valid, current permit will be ticketed.
- Students should only display their parking permit while on high school campus. As students leave the high school campus the permit should be removed from the rearview mirror.
- Students are not to give, sell or copy their parking permit for another student. Any student who participates, as the giver or receiver, in the unauthorized use or distribution of an WHS parking permit will be fined, and their permit will be revoked. Additional school consequences may be applied.
- Students are not allowed to use permits of relatives employed by WHS/District 110 unless accompanied by the relative.
- Students are not to transport other students to or from campus during the school day.
- Excessive tardiness/truant absences and outstanding detentions may result in the loss of parking privileges.

Parking Permit Replacements

One replacement permit will be issued to a student free of charge. All additional replacements require a \$15.00 replacement fee.

Parking Permit Violations

Vehicles parked on school district property without a properly displayed, valid permit for the assigned/designated parking lot will be ticketed. The cost is \$25.00 for the first ticket issued, \$50 for a second, and the vehicle will be towed at the owner's expense if there is a 3rd violation.

A student found to have violated the school district policy, rules, directives, or guidelines regarding parking privileges on Waconia Public Schools locations shall lose parking privileges and/or be assigned disciplinary action in accordance with the school district's Student Discipline Policy which may include suspension or expulsion. In addition, the student may be referred to legal officials.

Bussing Needs

If a student has a change in bussing needs, you should contact Koch Bus Service at 952-442-3370.

District Policy

chool Board Policy No. 527 is titled STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES. Visit isd110.org/about-us/district-policies to read the entire policy.

Drug & Alcohol Violations

Waconia Public Schools state the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Possession or use of alcoholic beverages, paraphernalia and/or illegal drugs is prohibited on school premises, school buses, school-sponsored activities, or while representing the school in any way. This includes any substances or products that alter the central nervous system (e.g. synthetic drugs, glue, etc.).

A student found to have an alcoholic beverage in their possession or be under the influence in school, or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student found in possession of mood altering chemicals, paraphernalia, drugs, or to be under the influence of mood altering chemicals or drugs in school or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student discovered selling, or possessing with the intent to distribute, mood altering chemicals or drugs will be suspended up to 5 days and referred to Carver County authorities. During the suspension, school officials will meet to discuss possible alternatives, including an alternative program, out-of-school placements, or expulsion.

Students will be referred to the District Chemical Counselor for chemical issue follow-up if the school receives a Chemical Violation report from a State, county or local law enforcement agency.

Alcohol/Tobacco/Controlled Substance Possession & MSHSL Eligibility

Students participating in extra-curricular activities and who are found to be in possession of alcohol or tobacco (including electronic cigarettes or e-hookahs) or any other controlled substance, or are cited for possession, will be penalized according to Minnesota State High School League regulations. The penalties for possession will be identical to those for consumption or use. This policy is in effect for students year round, and is not limited to the school year.

Leadership Eligibility

Students will be eligible to be in positions of school leadership (i.e. Homecoming candidates, Student Government, Class Officers, National Honor Society, Student Activities, captain of a team or activity, etc.) if they have been in good standing at least one year prior to and through the appointment. By good standing they may not have had any out of school suspension or violated any of the local or MSHSL rules for mood altering chemicals, and/or harassment/hazing as they appear in the student handbook and MSHSL pamphlet. Violations will result in removal from leadership position(s).

Homecoming Eligibility

All Homecoming candidates and underclass pages and escorts must be eligible under MSHSL rules. No student will be named to the Homecoming Royalty Court who is not in compliance with MSHSL rules, and if a student named to the Court is cited for a rules violation, they will be removed from the Coronation, pep fest, or other activities associated with Homecoming Week.

Detention

Students may be assigned to detention for disciplinary purposes. Detention is held from 7:30 a.m. – 8:15 a.m. or 3:05 p.m. – 3:50 p.m. Teachers may also assign and supervise their own detention. Failure to serve an assigned detention will result in an additional detention, or suspension, being assigned.

Gambling

Gambling, in any form, is not permitted in the school or on school property.

Student Mobile Phone and Technology Use

Students may make emergency calls from the High School Office area. From time to time it may be necessary to get a message from home to a student at school. We invite you to call if we can help in this regard. Please be aware that students will not be called from class for anything other than emergency messages. Non-emergency messages will be delivered at lunchtime or prior to the end of the day. Please help us conserve on secretarial and teaching time by communicating messages to your child outside of school time whenever possible.

The use of cell phones and related technology such as air pods or other headphones is not permitted to interfere with the educational process. Therefore, students are not permitted to use cell phones and related technology during class time unless directed to do so by the teacher. Student use of cell phones between classes and during lunch is acceptable.

If it is determined that students have violated this policy, the following consequences may be administered:

- First violation: device(s) confiscated for the remainder of the class period
- Second violation: device(s) confiscated for remainder of the day and can be picked up by the student in the main office at the end of the day
- Third violation: device(s) confiscated for the remainder of the day and a parent/guardian will need to pick up the device(s) in the main office at the end of the day.

Operation of Motor Vehicles

The safe operation of motor vehicles in parking lots, driveways, and on the streets surrounding the school is essential. There will be no speeding over 15 miles per hour, or any form of reckless driving on the school grounds. State law specifies 15 miles per hour speed limits on streets adjacent to school buildings. Dangerous operation of motor vehicles will result in referral to Carver County authorities and withdrawal of school parking privileges. Violations may result in a fine and/or a parking suspension.

Harassment

Harassment is participating in acts or statements that willfully injure, degrade, or disgrace other individuals. Students involved with harassment will be subject to a conference with a principal and/or a parent conference with a principal. A pattern of harassment will lead to detention, suspension, or further disciplinary action of any student involved.

Bullying Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited at all Waconia Public Schools. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

A. Bullying Definition

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

- Harming a student or a group of students
- Damaging a student's or a group of students' property
- Placing a student or a group of students in reasonable fear of harm to a person or property
- Creating a hostile educational environment for a student or a group of students
- Intimidating a student or a group of students.

B. Cyber Bullying

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employees of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Retaliation against a victim, good faith reporter, or witness to bullying is prohibited, as are false accusations or reports of bullying against another student.

C. Reporting Bullying

A student who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a staff member. A person may report bullying anonymously; however, the ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. WMS students and families are encouraged to complete the Bullying/Harassment reporting form available from a principal, a counselor, or located on the Waconia Middle School website.

D. Investigation

The WMS administration will act to investigate all complaints of bullying. Upon completion of the investigation, the school administration will take appropriate disciplinary action(s) and supportive actions for all students involved.

Bullying Policy (cont.)

E. Disciplinary Actions

WMS administration will discipline any student who engages in an act of bullying, retaliation or false reporting of bullying. Consequences for students who commit acts of bullying may include but are not limited to, warning, remediation, suspension, exclusion, or expulsion. Disciplinary consequences will be sufficiently severe to try to deter future violations and to appropriately discipline prohibited behavior.

F. Board Policy

The above information provides a summary of Waconia Public School's Bullying Policy. A complete Bullying Prohibition Policy (Board Policy #514) is located in Waconia Middle School's Electronic Student Handbook or on the school district's main website.

Weapons Policy

All weapons are prohibited anywhere on school property. Items considered weapons may include the following: guns, look-alike guns/weapons, pellet guns, stun guns, splat guns, explosives, ammunition, mace, knives, clubs, metal knuckles, nunchucks, throwing stars, etc. Any item, even a pencil, when used as a weapon in the school will also constitute a violation of the Weapon Policy.



Health Services

The mission of Health Services is to provide services to maintain, improve, and promote good health for the learner and ensure that health concerns do not become obstacles to learning. Health Services provides the following services:

- Assesses individual student health and developmental status
- Promotes/maintains the health/well-being of all students
- Develops health plans for students with health conditions
- Coordinates prevention/control of communicable disease
- Develops a system of first aid/emergency care
- Participates in health education
- Recommends new/updated health policies

Health Records

Students are required to have an individual health record on file in the health office. It contains a cumulative health history, screening results, and immunization history. Parents/guardians are expected to keep Health Services informed of current or chronic medical problems (that could affect the student's comfort and ability to learn) and medications, even if they are not administered at school.

Health Census Forms

At the beginning of each school year, parents/guardians are expected to complete an annual health form for each child, which provides up-to-date medical information. It is the parent's/guardian's responsibility to notify the school of any changes to a student's medical information. This information also provides additional health information for assessments in emergency situations and in advocating for children in the educational setting. No student may leave school without parent/guardian emergency contact permission. This form is completed as a part of the welcome back forms each school year. If your child has an updated diagnosis or health concern during the school year, please contact the high school health office at 952-442-0674.

Immunizations

State law requires parents/ guardians to present proof that all immunizations are up-to-date before the first day of school. Students not meeting the minimum requirements will be excluded from school. Students can be exempt for medical reasons with a physician signature or as a conscientious objector (with a notary public signature and seal).

- Tdap (Tetanus-Diphtheria-Acellular Pertussis) – booster at or after 11 years of age
- MMR (Measles-Mumps-Rubella) – verification of second dose
- Hepatitis B Vaccination – series of three doses for grades 9–12 – (Mandatory for K and 7th Grade.)
- Varicella (Chickenpox) Vaccine – series of two doses—or physician documented date and history of disease – (Mandatory for K and 7th Grade.)
- Meningococcal Vaccine -- (First booster is mandatory for 7 th Grade and a required 2nd booster dose at age 16). The 2nd meningococcal booster will be mandatory for all 12 graders.
- Polio Vaccine – series of at least three doses.

Health Screening Programs

Health Services is available to conduct hearing and vision screening for individual students via parent/guardian request. If you have a concern about your child's hearing or vision, please contact health services at 952.442.0674 to request a screening. If a teacher has a concern related to your child's hearing or vision, health services will contact the parent/guardian for permission to conduct the screening.

Medications

In accordance with the MN Department of Health recommendations, the school will NOT provide any medications, including Aspirin, Tylenol, or Ibuprofen.

Medications will be administered by a Licensed School Nurse, Health Associate, or other school-trained designated employee under these circumstances:

1. Prescription and non-prescription medication requires a completed signed authorization form from the student's parent/guardian. For prescription medications a physician's authorization is required. The school district may rely on an oral request to administer medication for up to two days until written authorization is received. It is to include:
 - Student's name
 - Name of medication
 - Time of administration
 - Possible side effects
 - Dosage and route of administration
 - Termination date of administration
 - Reason for medication
 - Number of tablets sent to school
2. Prescription or non-prescription medication must be in the prescription or OTC labeled container. The pharmacy will divide medication for home and school into two bottles with proper labels.
3. Parents are encouraged to bring medication (especially controlled substances such as ADHD/ADD medication) to the health office for the health and safety of your child and other students. If parents/guardians are unable to bring the medication to school, they should contact the health office at (952) 442-0674 to set up an alternative plan.
4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the school district and parent. Self-carry medications are limited to students in 7 - 12th grade and include non-prescription pain relievers, prescription asthma, epinephrine auto-injectors and other emergency medications.
5. Narcotics are not allowed at school. They can't be self-carried, housed or dispensed from the school health office.
6. District 110 will not administer Investigational, Complementary and Alternative Medicines not approved by the FDA. Examples include: essential oils, homeopathic medications.
7. Health Services will not give the first dose of medication to any student.

Injury / Illness / Emergency Care

In case of illness, the school will contact the parent/guardian. The parent/guardian will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school is unable to contact the parent/guardian, the person identified as a contact on the student's emergency contact form will be notified. Parents/guardians should make sure that the emergency contact person has agreed to assume this responsibility, is available, and has transportation. The parent/guardian of each student must establish a workable emergency plan.

If a student leaves the building without permission from authorized school personnel, they will be considered truant and unexcused from any class.

In case of injury or medical emergency, the school will attempt to notify the parents/guardians first, when possible. In a medical emergency, the local emergency system will be used, and the student will be transported to Ridgeview Medical Center, via ambulance, at parent/guardian expense. The student emergency contact and health census forms will be sent with the student to the hospital.

Exclusion for Illness

Students will be excluded from school when they exhibit any of the following symptoms:

- Oral temperature over 100 degrees F
- Undiagnosed rash
- Breathing difficulties
- Vomiting
- Diarrhea

Health Services should be notified of any communicable disease and treatment to assure control in other students. Readmission to school for the following communicable diseases shall be:

- Chickenpox – all lesions are dry and crusted (5–7 days)
- Impetigo – at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be re-assessed by a physician.
- Conjunctivitis (pink eye) – at least 24 hours after medication begins
- Scabies – Following a medical treatment with an insecticide shampoo/lotion.
- Strep Throat – at least 12 hours after medication begins
- Ringworm of Scalp/Skin – following fungicide treatment



Physical Education Class Excuse

All students are required to take physical education. Following any injury or illness, physician's orders are required for any student to be excused from physical education classes for more than three days.

Fire Drills

Fire drills are scheduled periodically, in accordance with State Fire Marshal regulations. As soon as the alarm sounds, students should pass quickly and quietly out of the building, according to the directions posted in each classroom. When outside, students are to remain at least fifty feet from the building and wait until the bell sounds again before returning to their classes.

WARNING – Setting off false fire alarms is a violation of state law. Student violators will be suspended and prosecuted.

Safety Glasses

Safety glasses must be worn in all hazardous areas of the building. There is no exception. Safety glasses must be purchased by students in some situations.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the supervisor in charge or to the administration.

Visitors

The District discourages the practice of allowing student visitors. On rare occasions and for educational reasons, visitors will be allowed. Arrangements for student visitors must be made at least one day in advance with the Principal or Assistant Principal unless unusual circumstances exist. Visitors must register and secure a pass in the high school office with their student host. A host student must accompany his/her guest throughout the day and will be responsible for his/her conduct. No student visitors are allowed on exam days, or during the first or final week of any trimester. Teachers should also inform former students they need prior approval for visiting.



DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. [View full policy.](#)

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student’s Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. [View full policy.](#)

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. [View full policy.](#)

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. [View full policy.](#)

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. [View full policy.](#)

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. [View full policy.](#)

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. [View full policy.](#)

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). [View full policy.](#)

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. [View full policy.](#)

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district’s total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. [View full policy.](#)

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. [View full policy.](#)

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students’ rights to free speech in production of official school publications and activities while at the same time balancing the school district’s role in supervising student publications and the operation of public schools. [View full policy.](#)

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. [View full policy.](#)

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. [View full policy.](#)

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. [View full policy.](#)

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district’s licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician’s Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. [View full policy.](#)

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. [View full policy.](#)

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. [View full policy.](#)

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. [View full policy.](#)

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. [View full policy.](#)

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. [View full policy.](#)

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. [View full policy.](#)

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. [View full policy.](#)

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. [View full policy.](#)

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. [View full policy.](#)

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. [View full policy.](#)

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. [View full policy.](#)

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. [View full policy.](#)

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. [View full policy.](#)

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. [View full policy.](#)

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. [View full policy.](#)

DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

[View full policy.](#)

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. [View full policy.](#)

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities through the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. [View full policy.](#)

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. [View full policy.](#)

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. [View full policy.](#)

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. [View full policy.](#)

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. [View full policy.](#)

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. [View full policy.](#)

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. [View full policy.](#)

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. [View full policy.](#)

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. [View full policy.](#)

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012–2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013–2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. [View full policy.](#)

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. [View full policy.](#)

Policy 709 – Student Transportation Safety Policy

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. [View full policy.](#)

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. [View full policy.](#)

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. [View full policy.](#)

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. [View full policy.](#)

7.B. Approve Furniture Purchase for WHS Commons

Presenter: Paul Sparby, WHS Principal and Tim Bisek, Director of Buildings & Grounds

7.C. Resolution Adopting 10-Year Long-Term Facilities Maintenance (LTFM) Plan - Levy Pay 2025 (ROLL CALL VOTE)

Presenter: Ukee Dozier

To: Members of the School Board
Brian Gersich, Superintendent

From: Ukee Dozier, School Management Services

Date: July 29, 2024

Re: 10 Year LTFM Approval – Waconia ISD 110 – Levy Pay 2025

DISCUSSION:

The Board annually approves the Long-Term Facilities Maintenance (LTFM) Ten Year Plan and submits to MDE for approval by the Commissioner of Education. Approval of the resolution ensures our participation in the LTFM revenue program, inclusion on the Payable 2025 tax levy, and provides funding for expenditures in the 2025-26 school year.

The ten-year plan represents a prioritization of deferred maintenance projects needed to protect the public investment in district facilities. The deferred maintenance projects are planned and coordinated to address educational adequacy in support of the strategic plan.

The debt plan that will be used by MDE to place payments on the 2024 Payable 2025 levy is included as part of the LTFM ten-year plan. The Board has been presented information from Site Logiq on the scope of the Indoor Air Quality (IAQ) project, as well as its associated revenue from the bond series 2024A and 2025A sale of bonds as presented by Michael Hart of PMA Financial on February 26, 2024. A summary of the 2024A bond sale and 2025A projected issuance are attached for your reference.

Question: For questions, please contact Ukee Dozier at UDozier@isd110.org.

**SCHOOL BOARD RESOLUTION
INDEPENDENT SCHOOL DISTRICT NO. 110
ADOPTING THE SCHOOL DISTRICT’S FISCAL YEAR (FY) 25
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member _____ moved for the resolution adoption and the motion was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against _____.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 110 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 25 on the _____ of _____, 2024

SCHOOL BOARD CLERK SIGNATURE



Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

Fiscal Year (FY) 2026 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-010
Due: July 31, 2024

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2023, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2024. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2026 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2026 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2023]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2023]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024														
110 <= Type in School District Number																		
WACONIA PUBLIC SCHOOL DISTRICT																		
<i>Calculations for Ten Year Projection</i>				Pay 24	Change only	Payable 2024	Current Estimate											
	LLC #	if requiring levy adjustments	LLC Certification	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034			
1		Type your district number in cell A2 (Minneapolis = 1.2)																
2		Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b																
3		Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																
4		Look-up data from following tabs																
5		Initial Formula Revenue																
6	57		4,375.00	4,392.07	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27	4,485.27
6a		Additional Pre-K Pupil Units (line 19 of Pre-K application)																
6b		Total Adjusted Pupil Units = (6) + (6a)																
7	401		26.75	26.75	27.75	28.75	29.75	30.75	31.75	32.75	33.75	34.75	35.75					
8			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	402			0.76429	0.79286	0.82143	0.85000	0.87857	0.90714	0.93571	0.96429	0.99286	1.00000					
10	403		1,270,625	1,275,582	1,351,348	1,400,046	1,448,743	1,497,440	1,546,137	1,594,834	1,643,532	1,692,229	1,704,403					
11		Added revenue for Eligible H&S Projects > \$100,000 / site																
12	701			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	754			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	700			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	753			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16a				928,725	789,390	557,970	540,960	219,660	219,660	219,660	219,660	219,660	219,660	219,660	219,660	219,660	219,660	219,660
16b				-	694,050	739,725	761,775	1,076,250	1,080,450	1,193,325	1,199,363	1,192,800	1,630,913					
17	765			928,725	1,483,440	1,297,695	1,302,735	1,295,910	1,300,110	1,412,985	1,419,023	1,412,460	1,850,573					
18	405		-	-	-	-	-	-	-	-	-	-	-					
19	406		879,578	928,725	1,483,440	1,297,695	1,302,735	1,295,910	1,300,110	1,412,985	1,419,023	1,412,460	1,850,573					
20a	766			-	-	-	-	-	-	-	-	-	-					
20b	407			-	-	-	-	-	-	-	-	-	-					
20c				-	-	-	-	-	-	-	-	-	-					
20d	408			2,204,307	2,834,788	2,697,741	2,751,478	2,793,350	2,846,247	3,007,819	3,062,554	3,104,689	3,554,976					

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024												
110 <= Type in School District Number																
WACONIA PUBLIC SCHOOL DISTRICT			Change only													
<i>Calculations for Ten Year Projection</i>		Pay 24	if requiring levy adjustments	Payable 2024 LLC Certification	Current Estimate											
	LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034			
53	Debt Service Aid = (52) * (42)	438		521,368	498,408	515,398	512,897	537,671	537,692	537,660	537,653	537,663	537,685			
54	Equalized Debt Service Levy = (52) - (53)	439		1,057,727	1,205,995	1,189,005	1,191,506	1,166,732	1,166,712	1,166,743	1,166,751	1,166,740	1,166,718			
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440		-	430,667	245,342	250,172	242,717	245,814	362,364	366,197	356,957	146,169			
56 General Fund Portion of Revenue (non-grandfather districts)																
57	Total General Fund Revenue = (34) - (51)	441		625,212	699,718	747,996	796,903	846,230	896,030	941,052	991,954	1,043,329	1,704,403			
58	General Fund Equalized Revenue = (43) - (52)	442		89,891	-	-	-	-	-	-	-	-	-			
59	Total General Fund Aid = (46) - (53)	443		29,679	-	-	-	-	-	-	-	-	-			
60	General Fund Equalized Levy = (58) * (41)	444		60,212	-	-	-	-	-	-	-	-	-			
61	General Fund Unequalized levy = (57) - (58)	445		535,321	699,718	747,996	796,903	846,230	896,030	941,052	991,954	1,043,329	1,704,403			
62	Total General Fund Levy = (60) + (61)	446		595,533	699,718	747,996	796,903	846,230	896,030	941,052	991,954	1,043,329	1,704,403			
Notes:																
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.																
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.																
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																



PMA[™]
SECURITIES

January 22, 2024

Pre-Sale Finance Plan

ISD 110, Waconia Public Schools

\$5,930,000 General Obligation Facilities Maintenance and
Tax Abatement Bonds, Series 2024A

\$10,320,000 General Obligation Facilities Maintenance
Bonds, Series 2025A

Michael Hart

Director, Public Finance
mhart@pmanetwork.com
612-509-2569

Steve Pumper

Senior Vice President
spumper@pmanetwork.com
612-509-2565

Joel Hanson

Quantitative Analyst
jhanson@pmanetwork.com
612-509-2566

Jenna Rausch

Public Finance Associate
jrausch@pmanetwork.com
612-509-2568

PMA Securities, LLC

5298 Kyler Avenue NE
Albertville, MN 55301
612-509-2560

pmanetwork.com

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Financing Overview

Title

\$5,930,000 General Obligation Facilities Maintenance and Tax Abatement Bonds, Series 2024A (the “Series 2024A Bonds”)

\$10,320,000 General Obligation Facilities Maintenance Bonds, Series 2025A (the “Series 2025A Bonds” and collectively the “Bonds”)

Purposes

The Bonds will be used to provide funds for indoor air quality and HVAC improvements projects as described in the District’s ten-year facility plan and parking lot construction projects. The total net proceeds of the bonds will fund \$16,055,000 of indoor air quality and HVAC projects and \$760,000 of parking lot projects.

Security

The Bonds are valid and binding general obligations of the District. The full faith and credit of the District is pledged to their repayment and the District has validly obligated itself to levy ad valorem taxes to pay all principal and interest payments on the Bonds.

Authority

The Bonds are being issued pursuant to Minnesota Statutes, Sections 123B.595 and 469.1814 and Chapter 475.

Repayment Term

The Series 2024A Bonds will have principal payments maturing each February 1 in the years 2037 – 2044. Interest payments are due each August 1 and February 1 beginning August 1, 2024.

The Series 2025A Bonds will have principal payments maturing each February 1 in the years 2027 – 2044. Interest payments are due each August 1 and February 1 beginning August 1, 2025.

Call Feature

The Series 2024A Bonds due on or after February 1, 2033 are subject to redemption prior to maturity at the option of the District on February 1, 2032.

The call feature on the Series 2025A Bonds has yet to be determined and will be analyzed as we approach the sale next year.



Plan Rationale

The Bonds are being structured to create an overall level debt service when combined with the District's existing debt. This will create no impact to the District's taxpayers. The debt service payments will be for 20 years beginning in fiscal year 2025 and ending in fiscal year 2044. The fiscal year 2025 interest payment will be capitalized since there is no levy in place to make the initial interest payment. A portion of the fiscal year 2026 interest payment may be capitalized so there is no tax impact depending on interest rates at the time of the Series 2025 sale.

The facilities maintenance and abatement statutes represent the most cost-efficient way to issue debt to fund the proposed parking lot, indoor air quality and HVAC improvement projects proposed in the District's 10 year LTFM plan. The General Obligation nature of the bonds will result in the lowest possible interest rate cost for the District.

The 2024A Bonds will provide funding for the initial design of the project allowing the 2025A Bonds to be sized appropriately once bids have been received and firm project costs have been determined for construction. The separate issuances will also limit the amount of capitalized interest needed in fiscal year 2025. Additionally, by waiting to issue a portion of the bonds, the District will save on interest costs on funds that are not yet needed.

Method of Sale

PMA recommended that the Series 2024A Bonds be sold via a negotiated sale process. We prepared an RFP to solicit proposals from prospective underwriters to purchase the Bonds. Six proposals were submitted to PMA prior to the deadline on January 16, 2024. One of the key requests in the RFP centered around the question of rating strategy. The District is eligible for the state rating through the Minnesota School District Credit Enhancement program. The question posed to underwriters was about whether the District should also pursue a rating that evaluates the underlying financial status of ISD 110 in addition to the statewide rating. We asked for fees and interest rates for each strategy to understand the best option for ISD 110 and we received a variety of opinions from underwriters.

We evaluated each proposal thoroughly and made a recommendation to engage Northland Securities, Inc. as underwriter on the Series 2024A sale. This recommendation is based on the following factors:

- Clear evidence of Northland's history selling bank qualified issues for Minnesota issuers including comparable issues that were relevant and specific to Northland's track record as an underwriter on recent issues.
- Marketing plan that included research on who currently owns the District's bonds as well as discussion around their ability to reach the types of buyers who would most be interested in purchasing the bonds.
- The lowest overall fee and lowest interest rate proposal of the six proposals
- Northland's recommendation to forgo application of an underlying rating will save the District in overall costs of issuance and streamline the sales process



- Complete discussion and flexibility to structure the bonds in a manner to meet the District's structure needs including minimizing interest only payments early in the bond structure.

Rating

Based on the recommendation from Northland Securities and our evaluation, an underlying rating will not be requested for the Series 2024A Bonds. The District has applied for the State Credit Enhancement rating which is rated AAA by S&P. The recommendation to forgo the underlying rating will reduce the overall cost of financing with no impact on interest rates proposed by Northland Securities.

State Credit Enhancement

The District will participate in the State Credit Enhancement Program. The use of this program is expected to significantly reduce the interest rate on the bonds. The program represents a promise from the state of Minnesota to pay bondholders in the event that the school district is not able to make a payment.

Tax Status

The Series 2024A Bonds will be issued as bank qualified tax-exempt bonds.

The Series 2025A Bonds will be issued as non-bank qualified tax-exempt bonds.

Since the Bonds are being split into two issues, the 2024A Bonds can take advantage of lower interest rates offered on bank qualified bonds. The District can sell bonds as bank qualified if it issues less than \$10,000,000 of tax-exempt debt in a given calendar year.

Premium Pricing

The Bonds may include a premium pricing structure. This occurs when the coupon rate of a bond exceeds the yields offered to the end investor. This results in proceeds above the par amount of the bonds. The premium will be used to reduce the size of the bonds so that the total net proceeds match the required amount for the proposed projects.



Post Issuance Compliance

Investment of Bond Proceeds | Arbitrage

The District can enhance the available funds from the Bond issues by investing the Bond proceeds. The Bonds will be subject to IRS rules related to arbitrage due to the tax-exempt nature of the interest. The District should review legal documents related to this issue to become familiar with the requirements specific to this bond issue.

Continuing Disclosure

The District will agree to provide certain updated information to the bond market on a regular basis for the term of the Bonds. This information includes an annual report, audited financials and timely disclosure of certain material events. The District already provides similar information related to other outstanding bond issues. PMA is currently hired by the District to assist with this obligation as the District's dissemination agent.

Debt Management

PMA has reviewed the current outstanding debt of the District in conjunction with the overall financing profile of the District and believes that the financing structure recommended here is suitable given the District's current financial situation and objectives. PMA also regularly reviews the District's outstanding debt to identify potential modifications including refunding current debt issues.

Financing Team

DISTRIBUTION LIST

PARTY	CONTACT PERSON(S)	PHONE	EMAIL
<u>Issuer</u>			
ISD No. 110, Waconia Public Schools 512 Industrial Blvd. Waconia, MN 55387	Ra Chhoth Mary Overby	952-442-0602 952-442-0603	rchhoth@isd110.org moverby@isd110.org
<u>Bond Counsel</u>			
Dorsey & Whitney LLP 50 South Sixth Street, Suite 1500 Minneapolis, MN 55402	Andrea Hedtke	612-492-6912	hedtke.andrea@dorsey.com
	Nathaniel Wingfield	612-492-5081	wingfield.nathaniel@dorsey.com
	Joleen Longbehn	612-492-6568	longbehn.joleen@dorsey.com
	Julie Berger	612-492-6770	Berger.Julie@dorsey.com
	Nate Canova	612-492-6916	canova.nathan@dorsey.com
	Grant Turpin	612-492-6787	turpin.grant@dorsey.com
<u>Municipal Advisor</u>			
PMA Securities, LLC 5298 Kyler Avenue NE Albertville, MN 55301	Michael Hart	612-509-2569	mhart@pmanetwork.com
	Steve Pumper	612-509-2565	spumper@pmanetwork.com
	Joel Hanson	612-509-2566	jhanson@pmanetwork.com
	Jenna Rausch	612-509-2568	jrausch@pmanetwork.com
<u>Underwriter</u>			
Northland Securities, Inc. 150 South 5th St, Suite 33000 Minneapolis, MN 55402	Doug DeAngelis	612-851-5918	deangelis@northlandsecurities.com
	Peter Meidal	612-851-4978	pmeidal@northlandsecurities.com
	Carrie Fisher	612-851-4970	cfisher@northlandsecurities.com
<u>Rating Agency</u>			
S&P Global Ratings			
<u>Bond Registrar/Paying Agent</u>			
US Bank Trust Company, NA 60 Livingston Avenue St. Paul, MN 55107	Jason Dressel	651-466-6311	jason.dressel@usbank.com



Risk Factors

Property Taxes:

The Bonds will be paid for through property taxes. The District must carefully monitor future debt service levies to ensure that sufficient funds are being levied to support payment of the bonds. Changes in legislation and property valuations may change the impact of the tax levy on future taxpayers. Delinquent property tax payments may also reduce revenues available to pay for the debt service on the Bonds.

Interest Rate Risk:

The Bonds are issued at a fixed rate(s). If market interest rates decline subsequent to the sale of the Bonds, the District will not be able to take advantage of lower market interest rates for the Bonds unless and until the Bonds can be prepaid or refinanced.

Prepayment Risk:

To the extent the Bonds, or a portion of the Bonds, are not subject to a prepayment provision, the District cannot prepay the Bonds prior to their maturity date(s).

Tax Risk:

If the opinion of bond counsel for the Bonds identifies the Bonds as tax-exempt or tax advantaged, and the IRS subsequently determines the Bonds are taxable or ineligible for a tax credit, this determination could cause the IRS to change the designation of the Bonds to taxable or to revoke the tax credits, resulting in potential adverse publicity, impairment of the District's ability to issue municipal securities in the future, litigation from bondholders and others or a settlement agreement between the IRS and the District resulting in a payment from the District to the IRS to maintain the tax-exempt or tax advantaged status of the Bonds. Potential causes of such a determination may include, but are not limited to the following: the District does not spend the proceeds of the Bonds in a timely manner, change in use of the project financed by the Bonds and any other determination by the IRS that rules governing the issuance of tax-exempt obligations were violated.

Closing Risk:

If the Bonds fail to attract an appropriate purchaser, or fail to be delivered at closing, the District will not receive proceeds from the Bonds.



Default Risk:

If the District fails to make the scheduled principal and/or interest payment(s) on the Bonds in a timely manner, a default will occur, which negatively affects the District's ability to get financing for other needs.

Disclosure Risk:

To the extent the SEC determines that a material fact was omitted from the Offering Documents or a material misstatement was made in the Offering Documents, the SEC could determine that the District violated federal securities laws.

Calendar of Events

December 2023						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Board Action Dates

Est. Bond Pricing Date

Bond Closing

Date	Action Item
December 18, 2023	Resolution to set abatement public hearing and approve 10 yr. LTFM plan and intent to issue LTFM Bonds
End of December 2023	Submit updated LTFM Plan to MDE for approval
December 28, 2023	Publish Notice of Public Hearing and notice of intent to issue LTFM Bonds
January 3, 2024	Prepare and send RFP to potential Underwriters
January 16, 2024	Receive RFPs and select Underwriter
January 26, 2024	Due Diligence Call
January 29, 2024	Abatement public hearing, consideration of abatement resolution and resolution calling for the sale of the bonds
Week of February 5, 2024	Rating Received & POS released
February 21, 2024	Bond Pricing (Interest Rates Locked)
February 26, 2024	Board Considers Ratifying Resolution
March 14, 2024	Bond Closing (Funds Received)
Summer/Fall 2024	Receive Construction Bids on Projects
September 1, 2024	Include Series 2024A and proposed Series 2025A Bond levy in preliminary levy certification
Early 2025	Proceed with Series 2025A Bond Sale as funds are needed



Attachments

Attachment 1 – Sources and Uses of Funds (Series 2024A and Series 2025A)

Attachment 2 – Preliminary Debt Service Schedules (Series 2024A and Series 2025A)

Attachment 3 – Combined Debt Service (Current and Proposed)



Attachment 1

Estimated Sources and Uses

	2024A - LTFM - IAQ Bonds	2024A - Abatement Bonds	2025A - LTFM - IAQ Bonds	LTFM - IAQ Total	Combined Total
Sources Of Funds					
Par Amount of Bonds	\$5,165,000.00	\$765,000.00	\$10,320,000.00	\$15,485,000.00	\$16,250,000.00
Reoffering Premium	174,678.15	44,941.10	973,130.70	1,147,808.85	1,192,749.95
Total Sources	\$5,339,678.15	\$809,941.10	\$11,293,130.70	\$16,632,808.85	\$17,442,749.95
Uses Of Funds					
Deposit to Project Construction Fund	5,000,000.00	760,000.00	11,055,000.00	16,055,000.00	16,815,000.00
Deposit to Capitalized Interest (CIF) Fund	227,403.47	33,681.25	15,000.00	242,403.47	276,084.72
Total Underwriter's Discount (1.000%)	51,650.00	7,650.00	103,200.00	154,850.00	162,500.00
Cost of Issuance	60,624.68	8,609.85	119,930.70	180,555.38	189,165.23
Total Uses	\$5,339,678.15	\$809,941.10	\$11,293,130.70	\$16,632,808.85	\$17,442,749.95



Attachment 2

Preliminary Debt Service Schedule for Series 2024A*

Date	Principal	Coupon	Interest	Total P+I	CIF	Fiscal Total
03/14/2024	-	-	-	-	-	-
08/01/2024	-	-	112,834.72	112,834.72	(112,834.72)	-
02/01/2025	-	-	148,250.00	148,250.00	(148,250.00)	-
08/01/2025	-	-	148,250.00	148,250.00	-	-
02/01/2026	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2026	-	-	148,250.00	148,250.00	-	-
02/01/2027	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2027	-	-	148,250.00	148,250.00	-	-
02/01/2028	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2028	-	-	148,250.00	148,250.00	-	-
02/01/2029	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2029	-	-	148,250.00	148,250.00	-	-
02/01/2030	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2030	-	-	148,250.00	148,250.00	-	-
02/01/2031	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2031	-	-	148,250.00	148,250.00	-	-
02/01/2032	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2032	-	-	148,250.00	148,250.00	-	-
02/01/2033	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2033	-	-	148,250.00	148,250.00	-	-
02/01/2034	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2034	-	-	148,250.00	148,250.00	-	-
02/01/2035	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2035	-	-	148,250.00	148,250.00	-	-
02/01/2036	-	-	148,250.00	148,250.00	-	296,500.00
08/01/2036	-	-	148,250.00	148,250.00	-	-
02/01/2037	245,000.00	5.000%	148,250.00	393,250.00	-	541,500.00
08/01/2037	-	-	142,125.00	142,125.00	-	-
02/01/2038	255,000.00	5.000%	142,125.00	397,125.00	-	539,250.00
08/01/2038	-	-	135,750.00	135,750.00	-	-
02/01/2039	265,000.00	5.000%	135,750.00	400,750.00	-	536,500.00
08/01/2039	-	-	129,125.00	129,125.00	-	-
02/01/2040	935,000.00	5.000%	129,125.00	1,064,125.00	-	1,193,250.00
08/01/2040	-	-	105,750.00	105,750.00	-	-
02/01/2041	980,000.00	5.000%	105,750.00	1,085,750.00	-	1,191,500.00
08/01/2041	-	-	81,250.00	81,250.00	-	-
02/01/2042	1,030,000.00	5.000%	81,250.00	1,111,250.00	-	1,192,500.00
08/01/2042	-	-	55,500.00	55,500.00	-	-
02/01/2043	1,085,000.00	5.000%	55,500.00	1,140,500.00	-	1,196,000.00
08/01/2043	-	-	28,375.00	28,375.00	-	-
02/01/2044	1,135,000.00	5.000%	28,375.00	1,163,375.00	-	1,191,750.00
Total	\$5,930,000.00	-	\$5,174,834.72	\$11,104,834.72	-	-

Yield Statistics

Bond Year Dollars	\$103,496.69
Average Life	17.453 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	4.8450972%
True Interest Cost (TIC)	4.7697353%
Bond Yield for Arbitrage Purposes	4.4386687%
All Inclusive Cost (AIC)	4.8678385%

* Assumes interest rates as of January 18, 2024 plus 0.70%.



Attachment 2 (Continued)

Preliminary Debt Service Schedule for Series 2025A*

Date	Principal	Coupon	Interest	Total P+I	CIF	Fiscal Total
02/01/2025	-	-	-	-	-	-
08/01/2025	-	-	309,600.00	309,600.00	(15,000.00)	-
02/01/2026	-	-	309,600.00	309,600.00	-	604,200.00
08/01/2026	-	-	309,600.00	309,600.00	-	-
02/01/2027	30,000.00	6.000%	309,600.00	339,600.00	-	649,200.00
08/01/2027	-	-	308,700.00	308,700.00	-	-
02/01/2028	55,000.00	6.000%	308,700.00	363,700.00	-	672,400.00
08/01/2028	-	-	307,050.00	307,050.00	-	-
02/01/2029	355,000.00	6.000%	307,050.00	662,050.00	-	969,100.00
08/01/2029	-	-	296,400.00	296,400.00	-	-
02/01/2030	380,000.00	6.000%	296,400.00	676,400.00	-	972,800.00
08/01/2030	-	-	285,000.00	285,000.00	-	-
02/01/2031	515,000.00	6.000%	285,000.00	800,000.00	-	1,085,000.00
08/01/2031	-	-	269,550.00	269,550.00	-	-
02/01/2032	550,000.00	6.000%	269,550.00	819,550.00	-	1,089,100.00
08/01/2032	-	-	253,050.00	253,050.00	-	-
02/01/2033	580,000.00	6.000%	253,050.00	833,050.00	-	1,086,100.00
08/01/2033	-	-	235,650.00	235,650.00	-	-
02/01/2034	615,000.00	6.000%	235,650.00	850,650.00	-	1,086,300.00
08/01/2034	-	-	217,200.00	217,200.00	-	-
02/01/2035	650,000.00	6.000%	217,200.00	867,200.00	-	1,084,400.00
08/01/2035	-	-	197,700.00	197,700.00	-	-
02/01/2036	835,000.00	6.000%	197,700.00	1,032,700.00	-	1,230,400.00
08/01/2036	-	-	172,650.00	172,650.00	-	-
02/01/2037	640,000.00	6.000%	172,650.00	812,650.00	-	985,300.00
08/01/2037	-	-	153,450.00	153,450.00	-	-
02/01/2038	920,000.00	6.000%	153,450.00	1,073,450.00	-	1,226,900.00
08/01/2038	-	-	125,850.00	125,850.00	-	-
02/01/2039	975,000.00	6.000%	125,850.00	1,100,850.00	-	1,226,700.00
08/01/2039	-	-	96,600.00	96,600.00	-	-
02/01/2040	570,000.00	6.000%	96,600.00	666,600.00	-	763,200.00
08/01/2040	-	-	79,500.00	79,500.00	-	-
02/01/2041	605,000.00	6.000%	79,500.00	684,500.00	-	764,000.00
08/01/2041	-	-	61,350.00	61,350.00	-	-
02/01/2042	640,000.00	6.000%	61,350.00	701,350.00	-	762,700.00
08/01/2042	-	-	42,150.00	42,150.00	-	-
02/01/2043	680,000.00	6.000%	42,150.00	722,150.00	-	764,300.00
08/01/2043	-	-	21,750.00	21,750.00	-	-
02/01/2044	725,000.00	6.000%	21,750.00	746,750.00	-	768,500.00
Total	\$10,320,000.00	-	\$7,485,600.00	\$17,805,600.00		-

Yield Statistics

Bond Year Dollars	\$124,760.00
Average Life	12.089 Years
Average Coupon	6.00000000%
Net Interest Cost (NIC)	5.3027167%
True Interest Cost (TIC)	5.0328118%
Bond Yield for Arbitrage Purposes	4.5087932%
All Inclusive Cost (AIC)	5.1573580%

* Assumes interest rates as of January 18, 2024 plus 1.20%.

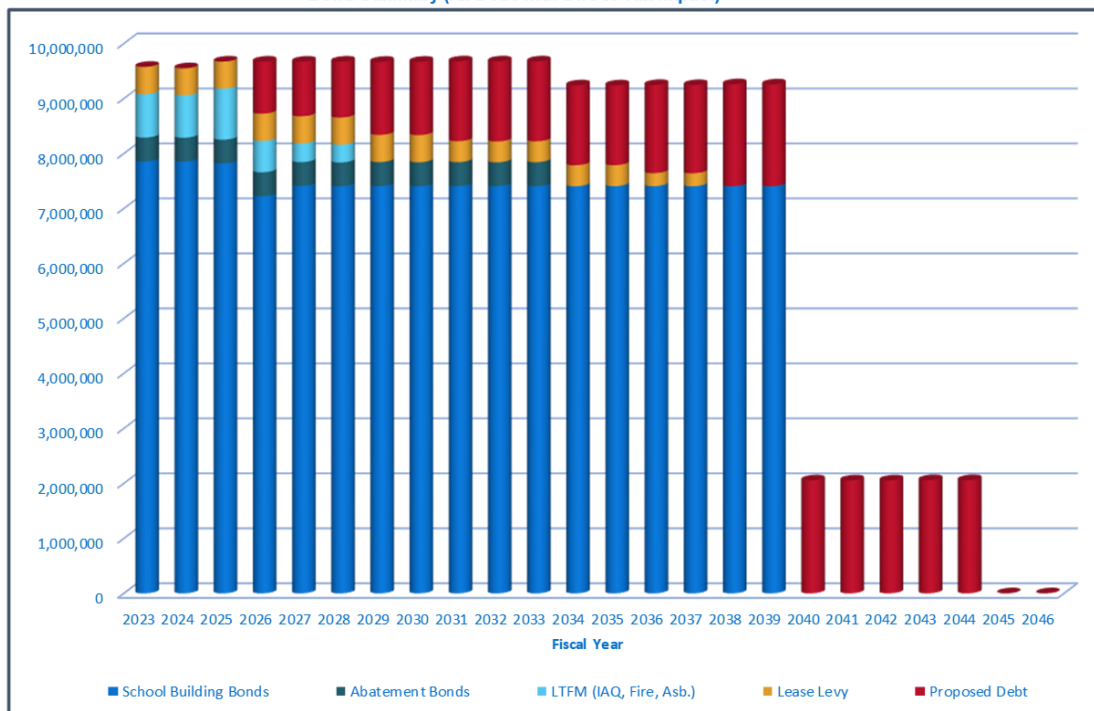


Attachment 3

Combined Debt Service (Current and Proposed)

Fiscal Year	Outstanding Debt Service	Estimated 2024A LTFM - IAQ Bonds			Estimated 2024A Abatement Bonds			Estimated 2025A LTFM - IAQ Bonds			Capitalized Interest	Combined Debt
		Principal	Interest	Fiscal Total				Principal	Interest	Fiscal Total	Fiscal Total	
2025	\$9,234,879		\$227,403	\$227,403		\$33,681	\$33,681				(\$261,085)	\$9,234,879
2026	\$8,332,814		\$258,250	\$258,250		\$38,250	\$38,250		\$619,200	\$619,200	(\$15,000)	\$9,233,514
2027	\$8,286,926		\$258,250	\$258,250		\$38,250	\$38,250	\$30,000	\$619,200	\$649,200		\$9,232,626
2028	\$8,264,702		\$258,250	\$258,250		\$38,250	\$38,250	\$55,000	\$617,400	\$672,400		\$9,233,602
2029	\$7,964,593		\$258,250	\$258,250		\$38,250	\$38,250	\$355,000	\$614,100	\$969,100		\$9,230,193
2030	\$7,961,622		\$258,250	\$258,250		\$38,250	\$38,250	\$380,000	\$592,800	\$972,800		\$9,230,922
2031	\$7,850,486		\$258,250	\$258,250		\$38,250	\$38,250	\$515,000	\$570,000	\$1,085,000		\$9,231,986
2032	\$7,846,280		\$258,250	\$258,250		\$38,250	\$38,250	\$550,000	\$539,100	\$1,089,100		\$9,231,880
2033	\$7,848,436		\$258,250	\$258,250		\$38,250	\$38,250	\$580,000	\$506,100	\$1,086,100		\$9,231,036
2034	\$7,433,930		\$258,250	\$258,250		\$38,250	\$38,250	\$615,000	\$471,300	\$1,086,300		\$8,816,730
2035	\$7,435,144		\$258,250	\$258,250		\$38,250	\$38,250	\$650,000	\$434,400	\$1,084,400		\$8,816,044
2036	\$7,289,900		\$258,250	\$258,250		\$38,250	\$38,250	\$835,000	\$395,400	\$1,230,400		\$8,816,800
2037	\$7,288,213		\$258,250	\$258,250	\$245,000	\$38,250	\$283,250	\$640,000	\$345,300	\$985,300		\$8,815,013
2038	\$7,051,963		\$258,250	\$258,250	\$255,000	\$26,000	\$281,000	\$920,000	\$306,900	\$1,226,900		\$8,818,113
2039	\$7,051,975		\$258,250	\$258,250	\$265,000	\$13,250	\$278,250	\$975,000	\$251,700	\$1,226,700		\$8,815,175
2040		\$935,000	\$258,250	\$1,193,250				\$570,000	\$193,200	\$763,200		\$1,956,450
2041		\$980,000	\$211,500	\$1,191,500				\$605,000	\$159,000	\$764,000		\$1,955,500
2042		\$1,030,000	\$162,500	\$1,192,500				\$640,000	\$122,700	\$762,700		\$1,955,200
2043		\$1,085,000	\$111,000	\$1,196,000				\$680,000	\$84,300	\$764,300		\$1,960,300
2044		\$1,135,000	\$56,750	\$1,191,750				\$725,000	\$43,500	\$768,500		\$1,960,250
Total	\$117,141,864	\$5,165,000	\$4,642,903	\$9,807,903	\$765,000	\$531,931	\$1,296,931	10,320,000	\$7,485,600	\$17,805,600	(276,085)	145,776,214

Bond Summary (All Debt with Direct Tax Impact)



7.D. Resolution Relating to the Election of School
Board Members and Calling the School District
General Election (ROLL CALL VOTE)

RESOLUTION RELATING TO THE ELECTION OF SCHOOL
BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT
GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No.110, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November, 2024.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot

Independent School District No. 110
Waconia Public Schools

November 5, 2024

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

School Board Member Vote for Up to Three

Candidate U

Candidate V

Candidate W

write-in, if any

write-in, if any

write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions

must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

7.E. Second Read Board Policies

7.E.1. 410 FMLA

Presenter: Dr. Enid
Schonewise, Director
of Human Resources

410 FAMILY AND MEDICAL LEAVE POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling their Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by

USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of their USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or the eligible employee's child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;

8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

[Note: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the 12 weeks

of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date;(c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 60 days before implementing this change.]

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in

whole or in part, on the condition precipitating the need for military caregiver leave; or

- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give

30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but

may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct

students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a **semester grading period** may be required to extend the leave through the end of the **semester grading period**. The number of weeks remaining before the end of a **semester grading period** does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a **semester grading period** and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the **semester grading period**.
 - 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a **semester grading period**, the school district may require that the leave be continued until the end of the **semester grading period** if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the **semester grading period**.
 - 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the **semester grading period** and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the **semester grading period**.
 - 4. If the school district requires an instructional employee to extend leave through the end of a **semester grading period** as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will

prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: ~~MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)~~

Original Policy Adopted: May 11, 1998 / Amended: February 11, 2002/ Amended: November 9, 2009
Reviewed: April 2015 / May 2016 / June 2017 / May 2018 / December 2019 / April 2021/ June 2022 /
Amended: April 2023
Independent School District No. 110
Waconia, MN 55387

7.E.2. 503 Student Attendance

Presenter:
Superintendent Brian
Gersich, Ed. D.

503 STUDENT ATTENDANCE

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within a minimum of 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be

excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Missed bus.
- (6) Overslept
- (7) Non-prearranged family vacation.
- (8) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (9) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(2) Truancy Pre-Diversion

(a) After 5 Unexcused Absences

- Send 2nd notification to parent/guardian
- AND**
- The school will contact Carver County Truancy to schedule a pre-diversion
- The school will also contact the parent/legal guardian regarding the truancy pre-diversion meeting.

(3) Truancy Diversion

(a) After 7 Unexcused Absences:

- The school files the truancy paperwork with intake at Carver County Social Services
 - Once the referral has been made, the school and the assigned Social Worker will be in contact to schedule a Truancy Contract Meeting.
- (4) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (5) Students with unexcused absences will also be subject to discipline in the following manner:
- (a) ~~Students will not be allowed to make up work missed due to such absences.~~ Students with unexcused absences are expected to make up missed work in the same timeline as excused absences. When a student that has repeated absences that are unexcused, the building administrator can determine that the student is not eligible to make up the missed work.
 - ~~(b) For every unexcused absence in a quarter or trimester the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-) Refer to Grade Reductions in WHS Handbook~~

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.

- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if **he or she that student** has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, **if he or she that student** may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, **if he or she the student** must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who

wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statute section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the

child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where truancy services and programs under Minnesota Statutes Chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

Legal References: Minnesota Statutes § 120A.05 (Definitions)
Minnesota Statutes § 120A.22 (Compulsory Instruction)
Minnesota Statutes § 120A.24 (Reporting)
Minnesota Statutes § 120A.26 (Enforcement and Prosecution)
Minnesota Statutes § 120A.34 (Violations; Penalties)
Minnesota Statutes §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minnesota Statutes § 260A.02 (Definitions)
Minnesota Statutes § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minnesota Statutes § 260C.007, Subd. 19 (Habitual Truant Defined)
Minnesota Statutes § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Policy Adopted: July 11, 1988,

Amended: February 12, 1996, / June 2003 / November 2005 / reviewed February 9, 2009 /
October 2017 / Reviewed: Dec. 2020 / December 2021

Independent School District #110

Waconia, MN

7.E.3. 506 Student Discipline

506 STUDENT DISCIPLINE

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" ~~means~~ shall be defined as policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes,

section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. ~~A principal, I~~ in exercising ~~their~~ the principal's lawful authority, the principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent imminent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restrict or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall

enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to **correct or** restrain a student to prevent **imminent** bodily harm or death to the student or another. **A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.**

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent **imminent** bodily harm or death to the student or another. **A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.**
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to

prevent **imminent** bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and

common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to,

disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a

school assignment or test, plagiarism, or collusion, including the use of ~~picture~~ mobile phones or other technology to accomplish this end;

35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct,

rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;

- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class
1. Students must be sent to the principal's office or another area clearly designated by the building principal. The teacher should follow the communication protocol established by the principal or designee.
 2. The referring staff shall provide the building principal or designee an explanation for the removal using the appropriate district-approved behavior documentation system.
- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)
1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
- E. Responsibility for and Custody of a Student Removed from Class
1. Students must go to the principal's office or another area designated by the building principal.
 2. Depending on the age of the student and severity of the situation, the teacher will determine if a student must be accompanied to the designated area.
 3. Students may be engaged in one or more of the following: calming strategies, classwork, learning focused on the reason for the removal or restorative activities while removed from the class.
 4. The principal or designee will provide custodial care of the student when a student is removed from class until the student returns to class.
- F. Procedures for Return of a Student to a Specific Class from which the Student was Removed
1. When a teacher removes a student from class, the principal or designee shall follow up with teachers to develop a re-entry plan.
 2. After the teacher has removed the student from class the teacher will provide the principal or designee with documentation of a record of

teacher interventions and parent or guardian contacts.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. When a teacher removes a student from class, the principal or designee shall follow up with teachers to develop a re-entry plan.

2. After the teacher has removed the student from class the teacher will provide the principal or designee with documentation of a record of teacher interventions and parent or guardian contacts.

H. Students with a Disability; Special Provisions

1. A student's special education case manager will be notified of the incident leading to removal from class to determine if there is a need for further assessment.

2. A student's special education case manager will be notified of the incident leading to removal from class to determine if there is a need for a review of the adequacy of the current Individualized Education Program (IEP).

3. The principal or designee will follow the MTSS procedures set by the district to determine if a student is in need of special education services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students while on School Premises

1. The preassessment team will be developed following the steps outlined in District Policy 417 Chemical Use and Abuse.

2. The teacher will report suspected chemical abuse to the principal or designee who will then follow steps outlined with the preassessment team.

3. The principal or designee, the teacher and the MTSS team will meet to develop interventions that may be needed for the student tied to violations of the Code of Student Conduct.

XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings, or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against

the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
 10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and ~~his or her~~ **their** parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall

be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and their parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records

shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)

Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.26 (School Preassessment Teams)
 Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
 Minn. Stat. § 122A.42 (General Control of Schools)
 Minn. Stat. § 123A.05 (Area Learning Center Organization)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
 Minn. Stat. Ch.125A (Students With Disabilities)
 Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 Minn. Stat. Ch. 260A (Truancy)
 Minn. Stat. Ch. 260C (Juvenile Court Act)
 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 501 (School Weapons)
 MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 MSBA/MASA Model Policy 503 (Student Attendance)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 MSBA/MASA Model Policy 525 (Violence Prevention)
 MSBA/MASA Model Policy 526 (Hazing Prohibition)
 MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
 MSBA/MASA Model Policy 610 (Field Trips)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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Revised: November 2009 / May 2012 / June 2015/ May 2016 / October 2017 / January 2024 /
May 2024

Reviewed: June 2018/ April 2021/ June 2022

Independent School District No. 110

Waconia MN

7.E.4. 507 Corporal Punishment and Prone
Restraint

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

- I. The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

1. "Corporal punishment" means shall be defined as conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
3. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of the school district shall not use prone restraint.

~~An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone or compressive restraint except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.~~

3. An employee or agent of a district, ~~including a school resource officer, security personnel, or police officer contracted with a district~~, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.

4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. **The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.**

V. EXCEPTIONS REASONABLE FORCE

1. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
2. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
3. A teacher, school principal and other school staff may use reasonable force under the conditions set forth in Policy 507 (Student Discipline).

III. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0941 (Definitions)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609.06 ~~Subd. 1(6)(7)~~ (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)
~~Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)~~
~~Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)~~

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507.5 (School Resource Officers)

Policy Adopted: June 2003 / November 2005 / reviewed May 11, 2009 / reviewed May, 2016 / reviewed February 2020 / revised December 2021, revised September 2023, revised December 2023
Independent School District #110
Waconia, MN

7.E.5. 507.5 School Resource Officer (NEW)

507.5 SCHOOL RESOURCE OFFICERS

[Note: The provisions of this policy substantially reflect statutory requirements. School districts utilizing school resource officers may choose to adopt this policy.]

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer's contractual duties with the school district shall include:
 - 1. fostering a positive school climate through relationship building and open communication;
 - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 3. serving as a liaison from law enforcement to school officials;
 - 4. providing advice on safety drills;
 - 5. identifying vulnerabilities in school facilities and safety protocols;
 - 6. educating and advising students and staff on law enforcement topics; and,
 - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.

- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

7.E.6. 611 Homeschooling

Presenter: Dr. Erika
Nesvig, Director of
Student Services

611 HOME SCHOOLING

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED-TIME PROGRAMS

~~Enrollment in class offerings of the school district.~~

~~A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared-time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.~~

~~B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time pupils to classes.~~

A. Student Eligibility

1. Resident students who attend nonpublic or home schools and are in compliance with the MN Compulsory Instruction Law may apply for limited shared time enrollment in grades K through 12 in Waconia Public Schools.
2. Shared-time privileges are available to nonpublic or home school students in grades K-12 per the following limitations. Students in grades 6-12 may access any curricular offering and students in grades K-5 may access specialists.
3. Students enrolled as shared-time must remain in attendance at their nonpublic school or home school for the majority of their education and must be in compliance with the Minnesota Compulsory Attendance Law.
4. A student in shared-time enrollment must be enrolled in nonpublic or home school for 50% or greater of the school day.
5. Shared-time students do not qualify for a Waconia high school diploma, participation in honor rolls, class rank, and other recognition available to full-time Waconia High School students.
6. A student must have completed all prerequisite courses prior to being approved for a specific public school course.
7. Shared-time students shall abide by all rules, regulations, policies, and procedures governing the conduct of regular full-time students.
8. Shared-time **non-public** students are not eligible to participate in Minnesota State High School League (MSHSL) activities or other district student activities unless their enrollment in the non-public school is governed by MSHSL By-Law 104.00.

B. Program Availability

Academic shared-time enrollment will be provided only on a seat available basis. Course sections will not be added to provide additional seats. Priority for course enrollment will be given to full-time public school students. Academic shared-time enrollment will be provided only in courses at regular times within the normal schedule of classes. Class hours will not be altered to provide for shared-time enrollment.

Shared-time students must attend public school at the school within their attendance boundary. The district may, at their (its) discretion, assign the student to a different school for reasons such as (but not limited to) building capacity, program capacity, or if a course is only offered in a school outside the student's attendance area.

Shared-time students are eligible for district transportation if space is available on an existing bus route to the student's boundary school and if they meet the district policy guidelines for distance from school. The district's transportation department will determine the bus assignment.

School science laboratories and media centers are available for shared time students only as part of the public school course taken by the shared time student.

C. Enrollment Process

Parents must complete a "Shared Time Student Application" form and submit it to the principal of the school they wish for their child to attend.

If approved, the parent(s) and student must contact the school (as assigned) to register for classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not determine whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. **OPTIONAL COOPERATIVE ARRANGEMENTS**

A. Activities

1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may

not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Policy Adopted: January 2004

Policy Revised: May 2006 / November 2012 / September 2017 / November 2020 / January 2023

Independent School District No. 110

Waconia, MN

7.E.7. 722 Public Data Requests

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy

is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.

- B. A request for individual subject data must include the following information:
1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 2. Date the request is made;
 3. A clear description of the data requested;
 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Brian Gersich, Superintendent
 Educational Services Center
 512 Industrial Blvd
 Waconia, MN 55387
 (952) 442-0600 bgersich@isd110.org

Data Practices Compliance Official:

Dr. Enid Schonewise, Director of Human Resources
 Educational Services Center

512 Industrial Blvd
 Waconia, MN 55387
 (952) 442-0600 eschonewise@isd110.org

Data Practices Designee(s):

Type of Data Requested	Name	Position	Email Address	Telephone Number
Public Personnel Data	Dr. Enid Schonewise	Director of Human Resources	eschonewise@isd110.org	952-442-0600
Public Financial Data	Ra-Chhoth	Director of Finance and Operations	rchoth@isd110.org	952-442-0600
	Dr. Enid Schonewise	Director of Human Resources	eschonewise@isd110.org	
Public Data Southview Elementary	Khuzana DeVaan	Building Principal	kdevaan@isd110.org	952-442-0620
Public Data Bayview Elementary	Ann Swanson	Building Principal	aswanson@isd110.org	952-442-0630
Public Data Laketown Elementary	Keith Baune	Building Principal	kbaune@isd110.org	952-442-0690
Public Data Waconia Middle School	Shane Clausen	Building Principal	sclausen@isd110.org	952-442-0650
Public Data Waconia High School and WLC	Paul Sparby	Building Principal	psparby@isd110.org	952-442-0670

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.01 (Government Data)
 Minn. Stat. § 13.02 (Definitions)
 Minn. Stat. § 13.025 (Government Entity Obligation)
 Minn. Stat. § 13.03 (Access to Government Data)
 Minn. Stat. § 13.04 (Rights of Subjects to Data)
 Minn. Stat. § 13.05 (Duties of Responsible Authority)
 Minn. Stat. § 13.32 (Educational Data)
 Minn. Rules Part 1205.0300 (Access to Public Data)
 Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy adopted: Nov 2020
Revised: December 2022
Independent School District No. 110
Waconia, MN 55387

INDEPENDENT SCHOOL DISTRICT NO. 110
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

8. **DISCUSSION ITEMS**

8.A. First Read Policy

8.A.1. 620 Credit for Learning

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Sections statute 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. “Concurrent enrollment” means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.095, subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. “Course” means a course or program.
- D. “Eligible institution” means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student’s race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.

- E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Commensurate credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
- C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Sections statute 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and the materials that are distributed to parents and students about the program,

including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

[NOTE: Because the 2024 Minnesota legislature amended the last two sentences, MSBA decided to add this language to this model policy.]

E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

[NOTE: The 2024 Minnesota legislature enacted this provision]

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course

aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student’s transcript as a course credit applied toward graduation requirements.

- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student’s transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

~~VIII. WEIGHTED GRADES~~

~~A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:~~

~~Advanced Placement (AP) and concurrent enrollment courses, as courses offered at Waconia High School that have the opportunity to be awarded college credit, have a high level of rigor, and will be weighed at a value of 1.2 multiplier. Grades below a C are not weighted.~~

~~Types of weighted courses include:~~

- ~~1. Advanced Placement (AP) courses:~~
- ~~2. Concurrent enrollment courses (earn college credit while taking them in the high school environment), including CIS (University of MN), College Now (Southwest State University) along with other college courses offered on campus.~~

Grade	Non-Weighted Grade Value	*Weighted Grade Value
A	4.0	4.8
A-	3.67	4.40
B+	3.33	3.97
B	3.0	3.6
B-	2.67	3.20
C+	2.33	2.80
C	2.0	2.4
C-	1.67	1.67
D+	1.33	1.33
D	1.0	1.0
D-	.67	.67

~~*Grade weights will be applied to applicable courses starting in the 2024-25 school year and forward. Courses taken prior to fall of 2024 are not eligible for weighted grades.~~

~~B. The school district will update its registration guide prior to registration each school year with a listing of the courses for which a student may earn a weighted grade.~~

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness~~the World's Best Workforce~~)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction)
Minn. Rules Parts 3501.06~~6040-3501.0655~~ (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Instruction)

Policy adopted: Dec 2020, revised July 2023, revised October 2023, revised December 2023
Independent School District No. 110
Waconia, MN

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

9.D. Schools for Equity in Education (SEE)
Representative

9.E. Southwest Metro Intermediate District 288
Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council
Representative

9.I. Teaching & Learning Advisory Council
Representative

9.J. City of Waconia Liaison

10. **ADJOURNMENT**